

CONSTRUCTION CO-ORDINATOR



Role Profile

Title	Construction Co-ordinator	
Grade	Grade H	
Reference:	N1089	
Reports to:	Skills Lead	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Technical Manager	
Primary purpose of role	<p>To manage activities of the Council-led Building Plymouth Partnership to significantly increase workforce skills and improve recruitment and retention in the sector.</p> <p>To research the issues and challenges facing the construction and built environment sector with key stakeholders and develop, lead and manage a localised action plan, including skills training for both new and existing staff to improve recruitment, retention, diversity and employee satisfaction in the workforce. This will also involve actively engaging in the wider HoSWLEP (The Heart of the South West Local Enterprise Partnership) Construction Skills Delivery Team.</p> <p>Promoting construction and the built environment as a career of choice to attract and train a volume of new entrants, responsible for attracting a significant number of new entrants (prioritising support for trades and building capability of the local supply chain) whilst continually responding to existing and emerging critical skills gaps and shortages including green and digital skills.</p> <p>Work with PCC Planning and PCC Procurement, as well as appointed main contractors to facilitate the development and delivery of individual Employment and Skills plans on a construction project by project basis as part of planning permission.</p> <p>Reporting to PCC's Skills Team, the Construction and Built Environment Co-ordinator function and priorities will be informed by those investing in the Building Plymouth Partnership.</p>	
Key accountabilities and key measures	<p>Role outcomes:</p> <ul style="list-style-type: none"> Work across the city to research, identify and address emerging sector priorities. Develop and deliver the agreed action plan of the Building Plymouth Skills Partnership. (15%) 	<p>Role measures will include:</p> <ul style="list-style-type: none"> Act as key point of contact and lead day to day delivery of the Building Plymouth Skills Partnership, engaging with project sponsors regularly

	<ul style="list-style-type: none"> ▪ Facilitate and ensure successful delivery of Employment and Skills plans (20%) ▪ Develop and maintain effective collaborative working partnerships with key stakeholders, including HoSWLEP Construction Skills Delivery Team, DWP, employers/ providers, skills agencies and training providers (15%) ▪ Respond to all research findings through developing and leading a robust localised action plan for improved recruitment to target new entrants to the sector (15%) ▪ Respond to all research findings through developing and leading a robust localised action plan for improved retention rates and overall employee satisfaction in the sector (15%) ▪ Lead on the delivery of an effective communications campaign to enhance the image of the sector, educating and improving awareness of career pathways and opportunities including school engagement activities and managing the Building Plymouth Adopted School Programme (20%) 	<ul style="list-style-type: none"> ▪ Pro-actively manage all employment and skills plans – engaging with PCC Planning, Procurement and appointed contractors to maximise opportunities for local people as potential new entrants and to upskill the current workforce ▪ Robust and continually updated action plan for improved recruitment and retention ▪ Positive stakeholder engagement and establishment of collaborative working networks and participate in working groups ▪ Year on year increase in number of people recruited to the sector ▪ Year on year increase in new apprenticeship and traineeship employed ▪ Increase number of construction ambassadors ▪ Year on year decrease in reported skills gaps, reduction in job adverts / critical job vacancies filled ▪ Increase in number of people visiting the Building Plymouth Job Shop ▪ Increase in number of people visiting the Building Plymouth and Skills Launchpad Plymouth website ▪ Recruitment/ careers events reach target groups and are fully attended ▪ Training courses reach target groups and are fully attended ▪ Media coverage reporting positive news stories ▪ Social media engagement and evidence positive news stories ▪ Increase in number of schools, colleges and training providers
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	<p>engaged with activities delivered including expanding the Building Plymouth Adopted School Programme</p> <ul style="list-style-type: none"> ▪ Data evidence number of new entrants and increase in retention of workforce to demonstrate effectiveness of interactions (including destination and progression data at 3 and 6 months).
Key activities	<p>Partnership engagement (15%)</p> <ul style="list-style-type: none"> ▪ Hold overall responsibility for researching and identifying existing and emerging Construction and Built Environment sector priorities and addressing them through a robust action plan ▪ Continue developing and managing day to day the Building Plymouth Skills Partnership focusing on the project sponsors and employer network. Other key stakeholders to be engaged include PCC Skills Team, PCC Planning and Procurement teams, CITB, training providers, further and higher education, and DWP. ▪ Oversee effective governance of the Building Plymouth Skills Partnership to ensure delivery of the recruitment and retention city campaign and action plan ▪ Collate, prepare, analyse and evaluate monitoring, communication and briefing reports detailing progress in the Skills Partnership, finances, delivery, risks and issues, and other project related matters ▪ Maintain expert knowledge of the Construction and Built Environment Sector <p>Manage Employment and Skills plans (20%)</p> <ul style="list-style-type: none"> ▪ Facilitate the development and monitoring of Employment and Skills Plans utilising the CITB Client Based Approach, and ensuring successful delivery of Employment and Skills plans ▪ Engage proactively with PCC Planning and Procurement colleagues as well as directly with developers and contractors <p>Collaborative working (15%)</p> <ul style="list-style-type: none"> ▪ Develop and maintain key stakeholder relationships through pro-active engagement to improve the quality of roles within the sector ▪ Develop and facilitate regular Building Plymouth Skills Summits, engaging as the priority with the local supply chain to develop a solution to the skills demand action plan including new entrant requirements and co-designing fast track new entrant training ▪ Lead on and facilitate working groups in response to the action plan including wider HoSWLEP Construction Skills Delivery team

	<ul style="list-style-type: none"> ▪ Represent Plymouth City Council at local and regional meetings to ensure sharing of best practice and development of joint initiatives ▪ Manage, support and ensure the embedding of Equality and Diversity, Health and Safety, Safeguarding, British values, Prevent and GDPR throughout the sector <p>Increase new entrants (15%)</p> <ul style="list-style-type: none"> ▪ Establish targeted recruitment engagement campaigns and activities to include: information events, insight days/ Open Sites, meet and match with provider events, apprenticeship fairs, careers events, roadshow/ outreach events into the communities including, careers advice and guidance, employability support and building confidence, ▪ Support potential applicants through activities hosted in the Skills Launchpad Plymouth and with DWP to include: tailored help with CV development, job applications and preparing for interviews in Construction and Built Environment, and access to basic and functional skills training ▪ Establish and promote awareness of a weekly Building Plymouth Job Shop in the Skills Launchpad ▪ Promote and develop awareness and knowledge of careers and pathways into Construction and Built Environment in particular working with DWP work coaches and Skills Launchpad Plymouth team to ensure advisors are informed/engaged and able to actively promote benefits and opportunities to local people ▪ Brief local skills working groups about the skills demand levels ▪ Pro-actively engage and support Construction and Built Environment employers especially SMEs to 'grow their own' through significantly increasing new entrant numbers through apprenticeships and traineeships, plus enable work placements, and ensure progression pathways of those currently engaged ▪ Grow number of trained construction ambassadors in Plymouth ▪ Actively support individuals through maximising the Employment and Skills Plans opportunities across the city gaining insight to construction sites ▪ Influence, develop and promote training and courses to attract new entrants to the sector ▪ Develop fast-track skills and training provision to provide easy and quick access routes for those with transferable skills <p>Improve retention rates (15%)</p> <ul style="list-style-type: none"> ▪ Engage Construction and Built Environment providers to ensure curriculum development is informed and is co-designed to meet their needs ▪ Maximise awareness and take-up of training through better communication and promotion of opportunities through career route maps for both new entrants and upskilling the current workforce
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	<ul style="list-style-type: none"> ▪ Influence, develop and promote training and courses to attract retain staff the sector and improve employee satisfaction ▪ Develop fast-track skills and training provision to provide accessible routes to aid promotion and higher-level skills development ▪ Promote and support continued professional development of current sector staff to deliver improvements in delivering in house staff training <p>Communications campaign (20%)</p> <ul style="list-style-type: none"> ▪ Create an inspiring citywide brand and communications campaign to engage and educate people regarding the value and rewards of the breadth of careers in Construction and Built Environment ▪ Promote new entrant opportunities and inspire prospective applicants to apply. ▪ Develop materials and access resources through go construct such as case studies and videos. ▪ Actively promote the sector through maximising communication channels across Plymouth City Council, Skills Launchpad Plymouth, partner and stakeholder channels ▪ Create and invest in targeted digital marketing and direct mailing campaigns, career events, roadshows, PR, radio and signage to generate interest in target groups ▪ Create and deliver an education engagement plan to raise awareness and promote the benefits of careers in Construction and Built Environment with young people and their influencers ▪ Lead on development and implementation of high-quality innovative information, advice and guidance for the sector to ensure realistic applicant expectations about the roles, responsibilities and accountabilities of role ▪ Generate written content that can be used for promoting the service through various channels ▪ Undertake further training, research and Continued Professional Development as required in the role
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ A degree or equivalent in a relevant field (ie. construction, built environment, project management or business) ▪ 5 GCSEs (Grade A-C/9-4) including English and Maths or equivalent essential to demonstrate a standard of literacy/numeracy commensurate with the role ▪ Significance experience of local sector skills needs and key stakeholders ▪ Experience of managing and/ or creating positive employment, skills and training activities ▪ Experience of delivering communication campaigns

	<ul style="list-style-type: none"> ▪ Experience of existing and new initiatives, skills, training and IAG programmes available across the city (Apprenticeships, Adult Education for example) ▪ Experience of safeguarding, equality and diversity, data protection and health and safety ▪ Evidence of continuing professional development
Desirable qualifications/knowledge	<ul style="list-style-type: none"> ▪ A communications related qualification ▪ Level 4 IAG qualification or similar ▪ Awareness of the principles of the data protection legislation and codes of practice covering the recording and sharing of information about individuals
Essential experience	<ul style="list-style-type: none"> ▪ Substantial experience gained directly through working in or with the Construction and Built Environment ▪ Evidence of leading initiatives and responding independently to unexpected problems ▪ Substantial experience of partnership networks and environments local sector skills needs and key stakeholder's relevant to the role including PCC, DWP, NCS, training providers and employers ▪ Demonstrable experience to motivate and inspire, whilst establishing a high level of trust and credibility gained in a complex multi-stakeholder environment ▪ Experience of line management, team working and managing change to meet business needs ▪ Experience of establishing effective communication channels and delivering campaigns
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of facilitating and managing employment and skills plans through the CITB Client Based Approach ▪ Experience of reporting and achieving targets related to positive outcomes for people and/or organisations worked with relating to skills and employment.
Essential skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communications and influencing skills; enabling effective relationships with internal and external stakeholders, and with a wide range of people from a variety of diverse backgrounds ▪ A consultative, collaborative and supportive approach to influence, negotiate and inspire people without having direct leadership and control ▪ A proven ability to engage with and support people with their skills development and employability. ▪ Excellent customer service skills and ability to build rapport quickly. ▪ Problem solving to identify solutions to problems posed

	<ul style="list-style-type: none">▪ Planning and organisational skills to plan meetings and events▪ Budget management and monitoring skills to produce accurate reports▪ Ability to produce clear reports▪ Time management skills to deliver to agreed deadlines▪ Competent user of Microsoft Office
Corporate standards <ul style="list-style-type: none">▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.	