

**Job Title:** Director of programme – Innovate UK Workforce Foresighting Hub

**Location:** Remote (The Workforce Foresight Hub operates as a remote virtual team with monthly project meetings held at the MTC, Coventry)

**Job Type:** Full-time, fixed term ending 31 March 2025.

**Working hours:** 36 Hours per week *(Fully Flexible Working Week and Hybrid working options available)*

**Salary:** Level 2

**Benefits:** Private medical, 2 x pension contribution, electric lease car scheme, cycle to work scheme, 25 days holiday (plus bank holidays) and more.

**About Us**

The MTC is a well-respected and admired organisation that is home to some of the brightest minds in engineering that work with cutting edge technology to drive innovation to make the UK globally competitive and prosperous. We work alongside 100s of industrial clients across a range of sectors including automotive, aerospace, rail, informatics, food & drink, construction/civil engineering, electronics, oil, gas, and defence. We help our clients to advance their technological and engineering capabilities in order to improve their business efficiency, capability and competitiveness. We help to bridge the gap between academia and industry by proving new ideas in an agile setting.

We have a range of engineering capabilities covering Research & Development, Advanced Manufacturing Management, Factory Design and Training. Often referred to as one of the ‘Best kept secret’, our rapid expansion and growth is making us more and more in demand.

We are one of the seven centres in the High Value Manufacturing Catapult (HVMC) network.

Being supported by one of the largest public sector investments in UK manufacturing, we have locations in Ansty Park in Coventry, Liverpool and Oxford.

**The role**

The Innovate UK Workforce Foresighting Hub (IUKWFH) project is a 2-year, nationally high profile programme of work, funded by Innovate UK and sub-contracted to The MTC, through the HVMC. There are several key deliverables to this programme, not least of which is to have ensured that, working with all the catapult centres across the UK, we will have completed more than 48 future skills foresighting cycles and published all corresponding reports.

The main purpose of this role is, therefore, to head-up and lead the strategy to achieve the strategic objectives, manage strategic skills and education stakeholders and an extensive operational team of employees and consultants to ensure that the programme achieves all the agreed contractual terms and to ensure all stakeholders are informed of progress at every step of the process. The programme’s success and yours, will have a positive impact on MTC’s brand with national stakeholders and key funders: IUK, HVMC, Gatsby, Institute for Apprenticeships and Technical Education (IfATE) and others. This is necessary for further funding of this programme and other skills programmes with the aforementioned strategic stakeholders.

Reporting to the Head of Training Services, this is senior role covering a strategic, complex and large programme of work, with a high degree of accountability and autonomy, so the successful candidate must be able to demonstrate that they can set strategy, manage a large and diverse team, communicate effectively with a range of senior stakeholders and have proven experience in leading large programmes of work using first class processes and procedures.

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| *1.Job Purpose* | * Set the strategic direction for the IUKWFH programme, in line with agreement with IUK and HVMC. * Optimise the utilisation of the IUK funding to drive value for money while increasing the sustainable capability of MTC and the manufacturing sector. * Accountable for the funding budget spend to ensure that all stakeholders have confidence in the financial management of the programme. * Build an organisation that has the ability to provide an ongoing and profitable fore-sighting service to industry after the project has ended. * Ensure that the programme governance is best in class and remain under review to ensure optimum performance. * Implement processes and mechanisms to deliver the strategic outcomes. Motivate and coach the team that report to you to overachieve on their own and the organisation’s objectives. * Instil a coaching culture within the organisation to drive high performance so that colleagues give additional discretionary effort. * Monitor and control the progress of the programme at a strategic level. * Deal with issues as they arise and escalate those requiring, decision-making from more senior stakeholders. * Lead a diverse team of MTC employees and external consultants ensuring clarity on accountabilities, holding colleagues to account, and managing change as and when relevant. * Chair the programme and project boards. * Take responsibility – including putting things right when they go wrong and ensuring that recognition is given when they go right. * Have a good understanding of the business issues associated with the programme. * Be on top of all the detail and lead the team to resolutions where there are issues. * Broker and manage relationships with stakeholders within and outside the programme. * Deploy delegated authority to ensure that the programme achieves its objectives. * Influence and negotiate with people to achieve the optimum outcome for MTC and the programme. * Represent the interests of the programme through effective networking with peers and strategic stakeholders. * Be honest and frank about programme progress. * Give keynote addresses about the programme to large and varied audiences. |
| *2.Communication* | * Lead on delivering clear, concise, and inspiring communications including national conferences with customers, colleagues, and strategic stakeholders. * Capable of clearly articulating IUKWFH value proposition, internally and externally. * Engages and motivate the internal team and external clients to ensure programme efficiency and effectiveness. * Decipher complex requirements and processes and then turn them into simple and straightforward ideas with appropriate implementation strategies. * Articulates all elements of the programme so that all strategic stakeholders are kept up to date on progress and can support with decision making as and when required. * Engage with and support customers so that all elements of the programme can progress in line with agreed timeframes. |
| *3. Skills & Knowledge* | * Led or senior involvement in strategic programmes that have been publicly funded or an element of public funding. * Good knowledge of strategic programme management and the best techniques to use to ensure clarity on accountability and change management. * Excellent people skills which will ensure high levels of engagement resulting in discretionary effort to achieve the programme outcomes. * Applies process and systems that are lean and highly effective to ensure high quality outputs and reporting to the customer and strategic stakeholders. * Has broad expertise and rich experience in learning and development, training, and education. * Understands the process of future skills fore-sighting. * Understands the UK industrial landscape and some of the skills challenges it currently faces. * Good numeracy and financial skills: confident working with budgets (P&L), commercial and public funding models including claims, business plans and data analytics. * Extensive knowledge and experience of leading large programmes of work. |
| *4.Person Specification* | All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way values:   * Strategic thinker with the ability to ensure operational processes deliver. * Acting responsibly, putting MTC’s interests ahead of personal ambition. * Providing inspirational leadership to all who meets you. * Delivering in the broadest sense a great working environment. * Leading with humility, honesty, and integrity in all that you do. * Promoting teamwork, supporting through difficult times and collectively celebrating our successes.   In addition:   * Commercially aware, customer and quality focused. * Experience in using labour market data. * Results oriented with a positive CAN-DO approach and focused on solutions rather than problems. * Customer focused and logical/process mind-set. * Remains calm, positive and constructive under pressure * Has the presence to both lead and/or participate in team discussions as required. * Approachable and empathetic in manner. * Reliable and dependable, able to flex to keeps to schedules. * Personal credibility, engaging and empathetic. * Demonstrate a background of self-directed continuous development. * Highly articulate, highly presentable, excellent presentation skills. * Excellent written and oral communication skills. * Leader, team builder and team player with an influential and collaborative style. * Ability to travel throughout the UK, with a regular presence at our Ansty Park Head Office. |

**Interview Process**

Once you submit your application, this will be reviewed by our Talent Acquisition team. If you are successfully shortlisted, the next steps will be a 2-stage interview process and a technical test (*if applicable for your role*).

**Reference and Security Checks**

All employment offers will be subject to us obtaining satisfactory employment references. As part of your role, you will be required to undergo a BPSS Check.