

Job Description

Job Title: Homeworks Trades Team Manager

Reporting to: Homeworks Contract Manager

Accountable for: Senior Trade Trainer
Trade Trainer
Trade Operative

Grounds Maintenance, Gardens, Caretaking & Tree works
General Building, Aids & Adaptations, Fencing & Voids
P&D, Soft Furnishings & Handyman Service

Purpose: To effectively manage the operational delivery of Homeworks contracted and commercial works, monitoring productivity, quality and compliance whilst ensuring financial targets are achieved and that the Homeworks provision provides effective training and facilitates the progression of young people into employment.

Duties and Responsibilities

Management of colleagues

- Ensure effective resource planning – working with the wider Homeworks management team to ensure utilisation of resources maximisation of productive time based on geographical positioning, size, and specification of work
- Management of a team of Homeworks colleagues (Senior Trade Trainers, Trade Trainers, Operatives and Apprentices) addressing any concerns relating to performance management, absence management, conduct etc
- Build and motivate team members to deliver maximum productivity via regular team meetings regular, 1:1's and objective setting
- Recruitment and induction of new colleagues
- First point of call for team members. Address day to day staff issues and issues relating to materials, equipment, and team vehicles
- Ensure teams are stocked with the necessary tools, materials and PPE needed to complete the work within compliantly
- Deliver toolbox talks to Trade Trainers, learners, and apprentices
- Deliver Inductions to learners, providing essential information on all Homeworks activities and key H&S criteria

Management of contract delivery

- Taking a lead role in the operational delivery and planning of contract work, across various contracts.
- Monitoring expenditure against budgets (materials, vehicles, PPE etc)
- Proactively identify opportunities for commercial development, meeting and where possible exceeding set commercial growth targets and contributing to the overall growth of the Homeworks service
- Surveying, costing, and planning of new works to increase profitability
- Responsibility for the checking of quality, progress, and outcome of work through post and pre inspections ensuring that required quality standards are achieved
- To analyse performance data, report findings and provide recommendations for improvement
- To ensure that all contract targets are met and where possible exceeded and work is completed to the required standard
- Leading a team that delivers customer excellence at all times
- Management of assets, tools, and plant within own area, ensuring accurate records are stored and kept up to date and all tools and equipment are maintained or replaced where necessary within allocated budget
- Work flexibly to meet the needs of the business attending relevant meetings and representing the company at events and open evenings when required

Training Provision

- Oversee the delivery of effective training provision – undertaking training observations, on site learning walks and quality assessments of learner reviews and feedback.
- To undertake training and development in effective training, learning and assessment.
- Maintain a good understanding of PM Training and Ofsted training requirements.
- To liaise with the Head of Study Programmes, the Head of Wellbeing & Development and other staff as appropriate to coordinate the study programme and ensure learner development and progression.
- Evaluate the impact of work placement training, contributing the PM Training's self assessment process.
- To identify and implement improvement actions to improve the performance and impact of Homeworks activities for both achieving contract outcomes and the impact of training on learner outcomes.
- Report as appropriate any Health & Safety, safeguarding and/or Prevent concerns to appropriate PM Training staff (Safeguarding Manager, Heads and/or Directors)

- Work collaboratively with other relevant departments, referring issues where necessary

Leadership and Management

- To manage and develop an effective and motivated team ensuring that the team consistently meets high standards of performance through effective use of team meetings and one-to-ones.
- To act as a role model for Aspire encouraging all employees to deliver a high-quality service, right first time.
- To take responsibility for budgets in accordance with financial regulations and ensure the service demonstrates value for money (*as appropriate to role*).
- To pro-actively manage the health and safety of staff and customers in accordance with the Health & Safety policy and procedures.
- To ensure that all areas of safeguarding are in place within areas of responsibilities as relevant to this post.
- Develop and contribute to strategies, new initiatives, policies and procedures to meet the aims of Aspire.
- Develop, monitor and manage performance information, setting clear targets relating to service area (*as appropriate to role*).
- Take a proactive and key role in projects, including effective planning and monitoring of projects, managing risk, issues and benefits and contingency planning; in line with the annual planning process.
- **General Obligations – All employees**
- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge.
- To implement positively and ensure compliance with, the Group's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy.
- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post.
- To provide the highest quality services incorporating best standards and practice, promoting the Group to its tenants, clients, and customers.

- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*).
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services.
- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's absolute discretion in the future.

As a general term of employment, the Group may effect any necessary change in job content or may require the post holder to undertake other duties, at any location within the Group.