

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	[Capital Projects Team]
Core Job Role:	Apprentice Construction Project Lead
Job Title:	Apprentice Construction Project Lead
Reports to:	Construction Project Manager
Grade	Apprenticeship
Date of compilation:	June 2024

ROLE SUMMARY:

Assist with the day-to-day management of capital projects within delegated levels of responsibility. Liaise with user departments and external project teams to ensure projects meet the Group's needs and expectations. Support the appropriate procurement of the project, equipment, fixtures and fittings in accordance with delegated levels of authority

SPECIFIC ROLE RESPONSIBILITIES:

1. [Assist with the day-to-day management of capital projects within delegated levels of responsibility.
2. Liaison with user departments and external project teams to ensure projects meet the college's needs and expectations.
3. Support the appropriate procurement of the project, equipment, fixtures and fittings in accordance with delegated levels of authority]

CORE RESPONSIBILITIES:

4. Providing advice and guidance to college staff on the Group approach towards capital projects.
5. Communicate and consult with user departments to ensure the appropriate levels of engagement.
6. Monitor and report to the Design Managers on the design development process to ensure appropriate levels of space utilisation in accordance with the Group's specific requirements.
7. Support all stakeholders throughout the project and ensure their requirements achieved in line with agreed objectives
8. Support lessons learned sessions following post project reviews and implement recommendations
9. Ensure compliance with statutory responsibilities and maintain records as required.
10. Represent the Capital Projects Directorate at meetings as appropriate.
11. Provide regular written and verbal reports and updates on the current status of capital projects.]

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Apprentice Construction Project Lead
Department	Capital Projects

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. At least 5 GCSEs at Grades 4-9 including Maths, English and Science or their equivalent.	A / C
E	Q2. A BTEC extended Diploma or a Level 3 Advanced Apprenticeship or one/two A level (s), in a relevant subject such as maths/science or equivalent	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. The ability to communicate effectively, in writing and orally, with people at all levels of a	I
E	EK2. Effective self and time management skills	I
D	EK3. Assertive, confident and diplomatic	I
D	EK4. Experience of working on education projects in the FE sector.	A
D	EK5. Knowledge in a similar role supporting projects.	A / I
D	EK6. Knowledge of construction practices, processes and techniques	A / I

D	EK7. Knowledge of or understanding of standard forms of building/engineering contracts	A / I
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Skills and Competencies		
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Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Self-management and learning. Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours	A / I
E	SC2. Achievement and Action. Focuses on making progress, achieving results. Keen to get going and keep going	A / I
E	SC3. Capacity for change. Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty	A / I
E	SC4. Emotional Intelligence. Understand the benefits of different leadership / management styles.	I
E	SC5. Enduring Resilience Continually exuding optimism and a 'can do' attitude	A
D	SC6. Interpersonal and Communication skills. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing	A / I
D	SC7. Critical thinking. Ability to make sense of complex issues, identify and solve problems and to think on one's feet	A / I
D	SC8. Initiative and innovation. Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways	A / I

Behavioural, Values and Ethos		
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Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I

E	B5. Commitment to restorative practice approaches	I
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