**FORESTRY TRAINING SERVICES UK**

**ROLE PROFILE: Operations Director**

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| Job Title: | Operations Director |
| Location: | Flexible, although the role will involve regular travel throughout the UK.  We envisage this role being located at the proposed hub at SRUC Barony, near Dumfries. There will be the option to also work part of the week from home and/or the Confor office in Edinburgh. |
| Salary: | Salary is competitive and dependant on experience.  Benefits also include 10% pension contribution and 25 days annual leave. |

**BACKGROUND**

Ensuring the Forestry and Trees sector has the right skills is vital. Confor has been working with colleagues across both the private, public and third sectors to explore how best to work in partnership with training providers to further develop the skills of those already working in the sector as well as for new entrants, with health and safety central to all learning.

Forestry Training Services UK has been set up as a UK-wide, not-for-profit company in response to this challenge. The business case and initial business plan have been developed and the purpose of this role will be to implement these and establish a successful organisation.

**THE ROLE**

Initially, this role will report to the Deputy Chief Executive of Confor, however longer term, the role will report to the FTSUK Board.

As this is a new venture, responsibilities will evolve, and you will have the ability to shape the role as the organisation develops. In the short term, priorities will be split between creating a company entity, putting in place the correct governance such as company structure and articles of association as well as getting FTSUK operational and commence delivery of services.

As the company moves into operational mode, it is anticipated that you will appoint a Learning and Development Co-ordinator to assist you, though you will still be required to be very much involved in ‘hands-on’ delivery. Working with key stakeholders, you will determine the specific skills development to be prioritised and put in place provision to service these.

Key accountabilities will include:

* Develop strong working relationships with stakeholders including:
  + Private training providers
  + Relevant Academic institutions
  + Qualification awarding bodies
  + Appropriate Public sector bodies
  + Employers across the sector of different sizes (e.g. sole traders, SMEs and larger companies)
* Work closely with the FTS **Skills Board** to help you:
  + Regularly review and identify technical training gaps and market failure in areas impacting on the safe and efficient management of forest operations.
  + To develop and resource training materials/events.
  + When required, to help verify training standards and course content.
  + To help identify and develop additional activities relating to skills and recruitment that may be developed and delivered by FTS UK on behalf of the sector.
  + To help and identify additional sources of material and financial support for FTS UK.
* Lead and have **overall responsibility for operations**, overseeing all aspects of the day-to-day delivery of services. This will include:
  + Identify and prioritise skills gaps, addressing the most urgent needs first and gaining agreement on how skills gaps will be reduced over the next 3 years.
  + Identify suitable locations that could act as a central hub and delivery spokes for training, either traditional indoor training or sites for field-based practical training.
  + Identify suitable quality training providers, promoting FTSUK services and securing their agreement to partner with FTSUK.
  + Identify where there are gaps develop and introduce quality assured new training products and services.
  + Work with employers (public and private sector) to determine their training needs and secure their agreement to partner (both in terms of employees requiring development as well as delivering training to others).
  + Once operations are established, develop a long-term skills development strategic plan that will contribute to the long term growth of the sector.
* **General management**, working closely with colleagues in Confor and FTS UK Board to ensure efficient and effective organisational performance.
* **Lead and manage staff**. In due course, this may include appointing and managing a L&D Co-ordinator and determine the correct resource as the operation develops to ensure a quality service is delivered.

**QUALITIES**

**Essential**

* Qualified to degree level, or equivalent.
* Previous experience of working independently, in a senior role that involves partnership working in a complex environment.
* Previous experience in a leadership role in Learning and Development, skills and education is essential.
* Previous experience of developing, implementing and embedding a comprehensive learning & development strategy.
* The experience and/or ability to influence stakeholders in the sector, challenging the norm and driving change.
* Excellent oral and written communication skills.
* A full driving licence and the ability to travel, including overnight away from home.

**Desirable**

* Previous experience in transforming the training and learning of a large, complex organisation or sector would be beneficial.
* Previous experience of start-up new business would be an advantage.
* Previous technical experience in Forestry would be an advantage.
* Previous experience of delivering a Learning & Development function through effective vendor management.