Leadership Team Role Description

<table>
<thead>
<tr>
<th>Role Title:</th>
<th>Strategic Partnerships Director</th>
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</thead>
<tbody>
<tr>
<td>Team:</td>
<td>Policy &amp; Strategic Planning</td>
</tr>
<tr>
<td>Location:</td>
<td>Location to be agreed at main CITB offices in England, Scotland or Wales or mobile</td>
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<tr>
<td>Reports to:</td>
<td>Policy &amp; Strategic Planning Director</td>
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**Role Purpose:**

Roles within the Leadership Team of CITB have the primary purpose of providing a leadership role alongside a specific portfolio of accountabilities and responsibilities and the CITB’s behavioural competency framework to form the full role description.

Selection into a role within the Leadership Team is predominantly based on the leadership attributes the organisation needs to meet the requirements of being the ‘go to’ body for the Construction Industry.

The primary purpose and function of a Head of Department at CITB is to lead the performance of the team to deliver the objectives of the department. To be able to do this, leaders at this level are expected to be able to demonstrate the following:

- Being a Leader across CITB, role modelling the behaviours of Team, Accountability, Adaptability, Customer and Leadership, in line with the CITB competency framework
- Creating and effectively communicating a vision and direction for the department that fits with the aims and objectives of CITB
- Motivating and inspiring the team to perform individually and collectively with a strong focus on delivering excellent service to our customers, whoever they are
- Coaching and developing others to reach and contribute their full potential taking ownership and responsibility
- Effectively manage the performance of all CITB staff and resources in the department demonstrating fairness, integrity and transparency, balancing requirements at an individual level with the overall interests of the organisation
- Effectively manage the operational and finance reporting requirements of the department
- Visibly manage their own development and that of others through the identification of talent and effective succession planning
- Externally and internally be an advocate of CITB’s purpose, aims and vision
- Leading change activity, creating a culture where change, continuous improvement and adaptability are the norm
- Importance of evidenced based improvements through their analytical capability
# Leadership Team Role Description

## Role Portfolio

- Represent CITB in each GB nation and region and the main point of contact for national and local government stakeholders
- Provide a Centre of Excellence on the training, skills and educational needs and project landscape of GB nations and regions to inform the work of other CITB teams
- Recommend CITB’s skills, training and educational policies in each GB nation and region
- Partnership working with major projects working and liaison with project management and delivery teams across CITB
- Strategic partnership working and engagement at a high level to identify current and future skills priorities, working with the relevant committee and having responsibility for establishing and developing contacts at Ministerial and official levels aimed at influencing policy and funding decisions for the benefit of the construction industry
- Major projects strategy ensuring a consistent CITB approach
- Joint Investment Strategy
- Develop internal programme arrangements and act as SRO for ensuring delivery of and reporting progress against strategic plan to relevant committees, Executive and Board
- Act as a conduit for information flowing into, through and from CITB to ensure a consistent ‘one CITB Team’ approach and that research, insights and intelligence are utilised to optimal levels both internally and externally

## Knowledge, Skills and Experience: industry, specialisation, professional membership

- Will be required to manage degree qualified staff. Being educated to degree level may be helpful, but not essential. Will need to be able to process complex data at pace. May be demonstrable through testing, but a degree would add credibility
- Expected to maintain personal development plans as per PPP, but no formal CPD required for the role
- No professional memberships are required

## Essential – Shortlisting Criteria

- Influencing & networking at high level, e.g. government and industry
- Strategy development and implementation
- Knowledge of public sector environment & procurement

## Essential

Highly capable leader, with personal commitment towards and demonstrable evidence of role modelling CITB Behaviours and in;

- Knowledge of government policies relating to skills, training and employment
- Networking at senior level
- Awareness of and ability to work successfully within highly political external environment
- Political, social, economic and legal awareness
- Influencing
**Leadership Team Role Description**

- Commercially astute
- Managing budgets and procurement
- Continuous improvement
- Resource management
- Working independently with reporting accountability

**Desirable**
- Managing large service delivery teams
- Leadership or Management qualification
- Knowledge of FE and HE sector

**Key Competencies**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Level</th>
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<tbody>
<tr>
<td>Works Collaboratively</td>
<td>4</td>
</tr>
<tr>
<td>Focuses on the Customer</td>
<td>4</td>
</tr>
<tr>
<td>Leads by Example</td>
<td>4</td>
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<tr>
<td>Innovation, Change, and Agility</td>
<td>4</td>
</tr>
<tr>
<td>Working with Courage and Integrity</td>
<td>4</td>
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**Special Conditions/Other Requirements:**

- Driving Licence
- Some anti-social hours required, usually travel related or attending events, dinners and evening meetings
- UK wide travel, on a frequent basis