



Job Description

Post: Chief Executive
Transport Training Services (NI) Ltd

Responsible to: Chairman, Transport Training Services (NI) Ltd

Job Purpose

To manage and co-ordinate all business activity and to lead the organisation's development ensuring it meets the aims, objectives and responsibilities of Transport Training Services (NI) Ltd (TTS) and of the parent charity the Transport Training Board for Northern Ireland (TTB).

To provide overall strategic management and leadership of the social enterprise using an entrepreneurial approach whilst at the same time liaising with the Board to ensure the continued long-term financial security and corporate governance of the business.

To co-ordinate and motivate a committed team of professionals and develop communications and relationships with sector providers, employers and stakeholders.

To operate within the TTB's schedule of matters reserved for the Board and authority levels for the CEO.

Main Duties and Responsibilities

The following reflects typical responsibilities and is not intended to be an exhaustive or comprehensive description of all tasks.

Strategic Purpose and Direction

- Lead on business planning and translating this into deliverable objectives and strategies, working with Board, senior managers and other staff.
- Compile annual work plans with targets and monitoring and evaluating processes and reporting to stakeholders.
- Maintain an overview, advising the Board accordingly, of key national and international issues relating to training needs in the automotive and transport industries.
- Work to inform and influence the development and implementation of local, regional and national training for the automotive and transport industries.
- Ensure there is an effective training delivery strategy developed and implemented so that TTS is known for, and delivers, industry relevant and high-quality training services which are compliant with training and accreditation quality frameworks.
- Ensure that our Quality management system is adhered to and is used as a key driver for the continual improvement of our service provision and output.

Governance

- Establish and maintain a strong working relationship with the Chairman and Board of TTS and Board of Directors of TTB, facilitating their governance roles and ensuring:
 - Appropriate board papers and reports are effective and delivered in a timely manner so that Trustees are able to review, analyse and guide performance.
 - Directors are kept up to date on legal and regulatory issues.

- That TTS is running within key legislative frameworks.
- That a high-quality governance framework is supported and delivered along with the support of the Chairs of TTS and TTB.
- Work with the Finance Director (who acts as the Company Secretary) and Training Director to ensure the ongoing financial viability and sustainability of TTS and:
 - To understand and assess risk and maintain a risk assessment matrix advising the Board on risks, risk mitigation, insurance and contingency planning.
 - Advise the Boards regarding the development of fundraising and income generation for the Transport Training group and its programme of activities.
 - Ensure that the Board regularly receives clear and accurate financial information enabling them to make informed decisions.

Operational Management

Take overall responsibility for general management and associated activities, ensuring that TTS's infrastructure is resourced adequately and appropriately.

- Oversee the annual delivery of the Business Plan and its Key Performance Indicators (KPIs) and targets, supporting teams to deliver associated programmes of work, managing risks, resources and strategies needed for success.
- Continue to develop and implement proposals on future organisational culture, management ethos and quality focused working practices, leading the process of change and supporting senior managers as needed.
- Ensure that appropriate people and HR policies and procedures are in place so that TTS is operating to best practice.
- Ensure that TTS operates a socially responsible business and that its business practices are professional, safe, effective, sustainable and eco-friendly with due regard to climate change and changing industry needs.

Stakeholder Relationships & Marketing

- Work with key national and regional partners, interpreting, influencing and responding appropriately to key stakeholders such as the Department for the Economy, Institutes for the Motor and Transport Industry and various others and their relevant policies and standards relating to transport training.
- Lead on representing TTS within external networks, meetings and other relevant groups.
- Act as the accountable lead for TTS position as an Apprenticeships NI programme provider and as the training centre head for other programmes and ensure TTS operates within their quality frameworks.
- Develop and implement strategic income generation plans covering revenue and project costs, building and maintaining key stakeholder relationships.
- Plan and implement sales and marketing strategy and activities in order to meet company targets for growth and profitability whilst at the same time ensuring maximum impact and best value is achieved within budget.
- Lead on the selection and management of external service providers.
- Be the media lead and spokesperson for the Transport Training group.
- Ensure the training centre is known for being an accessible venue for transport industries networks, groups and events and operates from a good neighbour policy.

Staff Leadership and Team Management Lead

- Develop and motivate a high-performing staff team with the knowledge, skills and energy to achieve the aims of the organisation by:
 - Ensuring a good working environment is provided for all TTS staff.
 - Working with the Finance Director and Training Director to oversee the management of the staff team, set clear objectives, responsibilities and performance standards, and ensure staff training and continuing professional development needs are addressed.

- Communicating relevant information about staff performance, achievements and concerns to the Board via Chief Executive Reports at Board Meetings, or directly with the Chair when/as required.

Funding and Financial Management

- Working with and supporting the Finance Director across all financial planning and management issues including the annual audit and the creation of robust operational budgets and project budgets by ensuring:
 - The Board is kept up-to-date on all financial matters and is informed of relevant changes in the compliance framework for charities and social enterprises.
 - That TTS maintains best practice in financial management and control and it complies with financial policies and contractual obligations.
 - That the annual audit process is successfully timetabled and managed.
 - That accurate annual budgets, monthly accounts, cash flow forecasts and project budgets are produced on time, financial monitoring systems are adhered to and financial propriety is maintained at all times.
 - Working with the Finance Director and Training Director to ensure that TTS Fundraising Strategy is delivered.
 - Ensure there is a capital equipment investment, replacement and development strategy and that assets are appropriately managed.
- **Safeguarding and Health & Safety**
 - Ensuring TTS's Safeguarding Policy is current and implemented effectively.
 - Ensuring TTS's services and facilities are operating within an effective Health & Safety Culture and policy and there is an effective and safe maintenance programme for all group assets.
 - Ensuring that there is an ongoing and effective programme of training and development on safeguarding and health & safety within TTS.
- **Human Resources**
 - Line manage the Finance Director and Training Director.
 - Work with Finance Director and Training Director to support human resources work, including a good practice approach to staff supervision, appraisal and professional development.
 - Ensure effective use of staff skills, knowledge and expertise to support, deliver and grow the sustainability and continuous improvement of their areas of work, supporting the growth of leadership at all levels.
- **TTB Estate Management**
 - Ensure that the TTB Estate and Property portfolio is managed in accordance with TTB policy and direction.
- **Other Duties**
 - Undertake such other duties, tasks or training as may be reasonably identified by the Board which are commensurate to the nature and scale of the post.