

Job Title	Commercial Contracting & Facilities Lead
Department	Sustainable Skills
Reports to	Skills Manager
Grade	Grade 5
Purpose & Overview	The Commercial Contracting & Facilities Lead is responsible for the effective management of all corporate facilities and the lifecycle of associated commercial contracts for the provision of training services. Primary Responsibilities will include: • Commercial Contracting • Facilities & Accreditations • Future of Energy
Key Accountabilities	Commercial Contracting: • Lead contact for the provision of training services, valued up to £2 million. • Lead the procurement, negotiation, and management of commercial contracts relating to the provision of training services, with appropriate due diligence and onboarding. • Ensure service level agreements (SLAs), performance monitoring and routes for colleague feedback are in place, and effective. • Track contract renewals, extensions and terminations in line with organisational needs. • Deliver value through procurement and engaging with relevant training providers to fulfil the training needs of our business, across our network. • Key point of contact with more than 70 external providers and client-relationship management. • Conduct site-specific risk assessments of third-party training providers and venues to ensure they meet the organisations health, safety and welfare standards prior to staff attendance. Facility Management: • Oversee the day-to-day operations and maintenance of all corporate premises, ensuring sites are safe, functional and compliant. • Develop and implement facilities strategies to support operational efficiency, the learner and their experience. • Support the design, build and development of training facilities to offer inclusive learning environments that

	support a variety of learning approaches and centre accreditation. • Work closely with HSE and Facilities teams to ensure operational continuity of sites and compliance with health, safety and environmental standards. • Lead for awarding body and accreditation processes, to achieve and maintain standards and academy status. • Develop and maintain robust documentation and procedures to support internal quality assurance, assessment delivery, and learner certification. • Collaborate with internal T&D teams and subject matter experts to ensure that curriculum, assessments, and resources align with accredited qualification and industry standards. • Primary point of contact for facility audits, inspections and investigations, when required. • Responsible for training equipment, plant and materials for the facilitation of training. • Positively promote the internal and external capabilities of the team and facilities through business development opportunities, industry networking, quality training and effective customer-relationship management. • Responsible for the physical experience for learners attending internal and external facilities. • Responsible for Sustainable Skills brand, and oversight of all physical training resources, equipment and facilities. Future of energy: • Support with the development of the future of skills strategy for WWU. • Support the business with training and development for new products, techniques, facilities and updates, as required. • Lead the transition for training facilities and products for natural gas transition.
Technical Know-How & Skills	• Knowledge of supplier performance management, SLA's, and contract lifecycle processes. • Understanding of property/facility compliance, health, safety and environmental in a workplace setting. • Experience in applying for and maintaining centre approval with awarding organisations (e.g., City & Guilds, EUS, NPORS, or other industry specific bodies). • Experience in leading or supporting the development of training facilities. • Excellent stakeholder management skills across L&D, operational and commercial functions. • Ability to build effective working relationships with awarding organisations, regulators and training partners. • Appreciation of learning styles and methodologies.

	• Strong communicator. • Proactive and solutions orientated. • Organised, with good attention to detail. • Comfortable working independently and as part of a cross-functional team. • Experience in a training or education environment, developing training facilities OR experience of contract negotiation, supplier management and contract lifecycle process. • Experience working across multiple sites. • Excellent stakeholder management skills.
Qualifications	• Full UK Driving License. The following is desirable: • Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice. • Contract Management = CIPS Level 4 or ILM Level 5 in Contract Management (or equivalent) OR Facilities Management = IWFM Level 4 or NEBOSH Level 3 (or equivalent).