JOB DESCRIPTION

TITLE   CONTRACTS AND BUSINESS COORDINATOR

HOURS PER WEEK   14

ACCOUNTABLE TO   Senior Manager

RESPONSIBILITIES

Contracts
- Manage Skills Development Scotland (SDS) contracts: liaise with SDS contract personnel and other key staff, monitor performance and claims, adhere to SDS quality and compliance standards
- Seek out opportunities to tender for new business, complete and submit tenders in partnership with senior management

Quality Assurance, Organisational Standards and Planning
- SQA Centre Contact - oversee approvals, monitoring and reporting of Malpractice. Co-ordinate EV Visits with the assistance of management team and administrators.
- Maintain currency in the organisations policies and procedures in liaison with senior management
- Data Protection Officer for the organization – ensure compliance with GDPR, monitor controls in place and respond to any data breeches
- Assist in the direction and planning of the organization
- Monitor Performance – review candidate and course participant feedback, create annual performance reports

Health and Safety and Facilities
- Maintain health and safety policies and ensure their implementation for students, staff and professional associates
- Ensure that the organisation's premises are fit for purpose and meet regulatory requirements
- Manage contracts for facilities – e.g. Photocopier/printer, E-Portfolios, Insurance, Website/Domains, Adobe
- Building Maintenance – Point of contact for building owners, monitor and report any issues, manage any utilities/facilities contracts

General
- Attend Management Committee meetings and present information to the Committee, record and disseminate minutes
- Represent Training for Care to outside bodies and individuals
- Provide support and management across the organisation to maintain the purpose and standards of Training for Care and to promote its services
- Management of company profiles with Companies House and OSCR - ensure company details are correct and updated