



Skills Training Manager

Reporting to the Senior People & Skills Manager, this is a stand-alone role for someone passionate about equipping our people with the skills, knowledge and confidence to thrive.

You will need substantial experience in civil engineering and either hold a training qualification or be willing to undertake one. One of the key responsibilities is to manage our annual apprentice intake and support all the apprentices throughout their training and for one year post-qualification. You will need to gain knowledge of the requirements of each apprenticeship from the colleges to support the apprentices throughout their courses.

Job Title:	Skills Training Manager
Location:	Site based role (sites across North West). Your base depot will be Bolton, BL4 7QF.
Contract Type:	Permanent (subject to successful completion of probationary period)
Working Hours:	45 hours per week Monday – Friday: 07:30 – 17:00 (30 min unpaid lunch break)
Remuneration Package:	£40,000 - £42,000 (depending on experience) Annual Profit Related Bonus Workplace Pension Accident and Life Cover (after successful probationary period)
Holidays	35 days including bank holidays (pro rata for 2025) <i>Sufficient days will need to be saved for the Christmas Shutdown</i>

About Us

We are a specialist civil engineering and highways contractor serving local and transport authorities throughout the North West of England. Our aim is to deliver sustainable projects within the North West, enhancing infrastructure and accessibility of communities, whilst minimising environmental impact and reinvesting locally.

With over 75 years of experience working on North West highway projects, we have gained a distinguished reputation for delivering hugely successful schemes. Our multi award-winning collaborative and proactive methods guarantee the best level of service for our clients.

The business provides a wide range of civil engineering and highway construction services, utilising its highly skilled internal workforce and a network of subcontractors. Its area of expertise lies in executing intricate and challenging projects, including but not limited to drainage schemes, intersection enhancements, and public infrastructure development.

The majority of our income, approximately 80%, is generated from extended framework contracts with local Northwest authorities, which typically span from 4 to 10 years. In addition, the company also serves House Builders and Tier 1 Contractors, carrying out S278 and S38 works on their behalf.

We thrive by working with our clients from early inception of the project to provide cost effective solutions. Additionally, we assist clients in preparing funding bids and provide initiatives in community engagement and methods of delivery.

Our Social and Environmental responsibility track record is exceptionally strong, surpassing our competitors on Quality Bids and Social Value Matrices. Our Clear Management controls and structure ensure efficiency, and as partners of Framework contracts, we have a sizable forward order book extending over four years.

Our projects are solely located within the North West of England, with most of our schemes within Greater Manchester or the neighbouring areas.

Key Responsibilities

- Manage the recruitment and selection of apprentice intakes linked to the annual college year.
- Establish links and liaise with colleges and educational facilities to ensure Apprentices are meeting the learning outcomes necessary.
- Develop and deliver a programme of on-site skills training to meet the requirements of the apprenticeships; oversee and monitor the programme and keep appropriate training logs to fulfil the apprenticeship learning requirements.
- Develop and lead in the delivery of a programme of 'offline' training skills which can be carried out on active sites.
- Work closely with the Senior People & Skills Manager and the Human Resources Manager to control and coordinate training for all operatives.
- Develop quality training tools for agreed Company plant types to an industry standard to facilitate internal training and development in preparation for certification schemes in both practical and theory-based format.
- Monitor and maintain existing training certifications; plan and schedule training programme to preserve existing certification expiry dates.
- Develop and deliver programmes of study in an engaging, structured and timely manner ensuring they meet industry standards.
- Communicate with the Operations Director, Business Centre Managers and Works Managers to ensure they are kept informed of training.

Key Requirements

Essential

- Substantial Civil Engineering experience
- Good communication skills
- Working knowledge of Microsoft Office
- Ability to organise own workload
- Driving Licence

Desirable

- Valid CSCS Card
- Training qualification
- Knowledge of apprenticeships

Personal Qualities

- Team Player
- Professional manner
- Ability to use own initiative
- Efficient and organised
- Attention to detail

How to Apply

Applicants can apply by sending a CV with a covering letter to hr@gcox.co.uk