



# NESC TECHNICAL INSTITUTE (NESC-TI) JOB DESCRIPTION AND SPECIFICATION



## JOB TITLE

**Campus Manager (Goldsborough - Tobago)**

## JOB SUMMARY

The incumbent will be responsible for managing all aspects of the Campus's operations in accordance with established process and performance standards, allowing for the delivery of quality and cost effective vocational training for students, communities and industry partners. The Campus Manager operates with some degree of autonomy.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Align all Campus activities to NESC-TI's Strategic Direction.
2. Develop and monitor goals, work plans, strategies and resource requirements for the Campus.
3. Identify and pursue revenue generating opportunities for the Campus and wider institution
4. Provide high level direction, intervention, advice and support in facilitating the successful execution of the instructional process
5. Plan, organize and manage effectively the day to day operations and staffing of the Campus and its programs
6. Monitor, evaluate and report on all campus operations within established and required timelines.
7. Ensure compliance with curriculum requirements
  - a. Consults with staff to design, develop and implement interventions to ensure improved trainee performance in consultation with SMEs.
  - b. Ensure compliance with all examination procedures and assessments.
  - c. Ensure professional approach by all staff and trainees by conducting regular clinical instruction.
  - d. Contribute to the development and/or enhancement of NESC-TI's educational planning and delivery policies and guidelines.
8. Maintain standards and procedures for space planning and utilization of training resources, maintaining accurate documentation.
9. Ensure that established safety and security practices are adhered to with regards to assigned staff, plant, machinery, tools and small equipment.
10. Oversee the administration of trainee assessments, examinations, practical exercises and feedback forms.
11. Maintain compliance with all regulations and procedures governing consumable materials
12. Monitor and report on the campus manager audit findings of campus consumables and tools & equipment, ensuring physical inventory matches with control inventory listing on a monthly basis.
13. Foster and maintain collaborative work practices, and contribute to a performance management system focussed on customer service, staff empowerment, efficient work practices, encouragement of initiative and innovation leading to an evaluation of all staff on a quarterly basis.
14. Ensure compliance with all NESC-TI's financial and procurement procedures.
15. Ensure compliance with safety and quality standards and implement remedial action as required.
16. Oversee a high quality pastoral care program focussed on the needs of all Campus students
17. Develop and maintain the NESC-TI corporate image within the respective communities, ensuring that products, services and programs are supported by quality, up-to-date teaching and learning resources
18. Develop community engagement strategies and strategic alliances/partnerships with schools, industry and other key stakeholders
19. Maintain networks with relevant industry and professional associations
20. Perform all duties in compliance with HR, HSSE, ISO, ACTT and other regulatory bodies.
21. Ensure knowledge of and adherence to Quality Management Requirements for all duties by campus personnel.
22. Ensure awareness of Quality Objectives, Procedures, Risk analysis and customer satisfaction trends by all campus personnel.
23. Complete other related duties as directed.

## QUALIFICATION AND EXPERIENCE

- Bachelor of Arts in Management Studies or equivalent
- Technician's Diploma or equivalent;
- BA in Education will be considered an asset
- Minimum of 3 years in a supervisory role

## ATTRIBUTES

- Ability to resolve scheduling and/or resource deployment conflicts
- Ability to apply principles, best practices, and trends in administrative management
- Ability to apply supervisory principles, practices, and methods
- Capacity to develop and build teams, and facilitate conflict resolution
- Ability to effectively manage human, financial, physical and intellectual resources in achieving business performance standard
- Knowledge of major policies and procedures governing assigned programs
- Strong customer service orientation

## JOB REQUIREMENTS

- Awareness of the NESC-TI's business/environment
- Strong knowledge about the NESC-TI and programs offered
- Extensive leadership experience in the development and management of education and training activities
- Well-developed interpersonal, communications and negotiating capacity, including the effective use of tact and diplomacy with diverse constituencies
- Sound capacity to analyse complex situations, think conceptually and laterally, and problem-solve in a complex multi-disciplinary environment
- Good knowledge of facility operation and maintenance
- Maintenance of confidentiality of work related information and materials
- Operating knowledge of and experience with personal computers and peripherals, and ability to use office software applications (Microsoft Suite)

Applications should be labelled

**“CAMPUS MANAGER – GOLDSBOROUGH TOBAGO”**

And submitted no later than **2026 May 29** to the following

E-MAIL: [hr@nesc.edu.tt](mailto:hr@nesc.edu.tt)

**UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED**