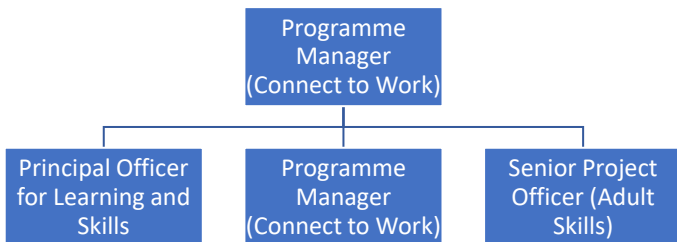
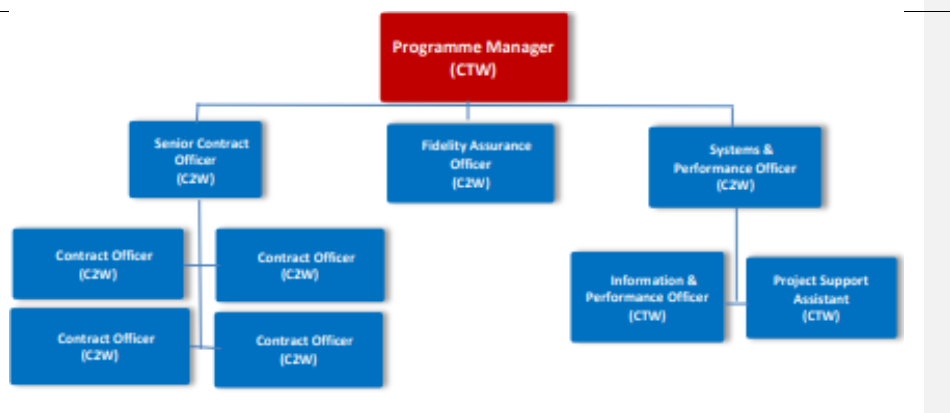


JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 04135
Service Area: Economic Development	Grade: G10
Job Title: Programme Manager (Connect to Work)	
PURPOSE OF JOB: Connect to Work is a government funded programme which seeks to tackle worklessness in the most disadvantaged communities in the labour market. The programme will require alignment of employment, training, and health activity to ensure positive outcomes for participants. The postholder will manage delivery of the DWP Connect to Work grant funded programme through a wide range of sub-contracted providers, to deliver positive employment outcomes for residents in Greater Lincolnshire. This will include line management of a small programme management team. The postholder will support the Connect to Work Partnership Manager to design and deliver a programme across Greater Lincolnshire that is integrated across multiple services, including health, voluntary sector and education. The postholder will lead on the commissioning of a Greater Lincolnshire Connect to Work programme that delivers strategic outcomes for sustained employment, and to develop and deliver processes for the management and monitoring of sub-contracted provider performance, and for ensuring adherence to the fidelity assurance models of supported employment across the programme.	
TEAM STRUCTURE:  <pre> graph TD PM[Programme Manager (Connect to Work)] --> PLS[Principal Officer for Learning and Skills] PM --> PM2[Programme Manager (Connect to Work)] PM --> SPO[Senior Project Officer (Adult Skills)] </pre>	



MAIN DUTIES:	
1	To lead on delivery of the Connect to Work Supported Employment programme to achieve outcomes across Greater Lincolnshire and contribute to Employment and Skills Strategy objectives.
2	As the programme manager for Connect to Work, the role will be required to address gaps and opportunities as identified by both national and local employment and skills strategy. Keep up to date on national and local policies for employment and skills related areas, and develop briefs as directed
3	The line management of a small team of Project Officers responsible for contract management and performance reporting of sub-contracted providers. Contribute to the development of individuals across the Council coaching, mentoring and motivating staff where appropriate to achieve performance excellence.
4	To produce and present reports to senior management, funding bodies and partner organisations (including funding body partnerships and local stakeholder groupings).
5	Work with a wide range of stakeholders, including organisations in health, education and voluntary sector, to support delivery of Connect to Work, and wider employment and skills actions locally. Identify potential and relevant funding and support opportunities that will enhance delivery of the Connect to Work Programme and bring together stakeholders as appropriate.
6	To lead on commissioning the delivery of the Connect to Work programme across Greater Lincolnshire. To take full responsibility in the development and production of external commissioning briefs, managing the tendering process and contract management.
7	To champion a common Greater Lincolnshire approach to employment and skills influencing partners to embed an integrated approach to employment and skills.
8	To support and advise partners on how they can secure funding for or access to related employment and skills initiatives to support better outcomes for participants on the Greater Lincolnshire Connect to Work programme
9	To lead on the management of sub-contractors on the Greater Lincolnshire Connect to Work programme.
10	Support the Comms team to ensure the promotion of Connect to Work is well communicated through social media, promoting news stories, best practice and other information of interest.
11	To manage the Connect to Work grant funding spend, ensuring Council resources are optimised and utilised effectively and efficiently. Look to continuously improve service delivery of Connect to Work, identifying where possible, value for money savings and managing within allocated budgets.
12	Create a positive image of the County Council as an employer. In particular, to build and maintain relationships with relevant businesses in Greater Lincolnshire; to share information about those businesses with colleagues in order to understand local economic conditions and shape.
13	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

14	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
15	To contribute to the development of policy approaches relevant to Employment and Skills in the County Council. To facilitate and support partnership approaches which deliver Connect to Work objectives undertaking research and analysis as required to report to Senior Managers on the programme.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Qualified to degree level or equivalent	Application	Y	
A good knowledge of current government policy impacting on employment and skills	Interview and Test	Y	
Ability to influence and build credibility with key stakeholders in Government and across the region	Interview	Y	
Ability to manage competing priorities in a fast-paced environment	Application	Y	
Excellent communication, negotiation and presentation skills	Interview and Test	Y	
Strong analytical skills with the ability to interpret and utilise data effectively to inform service delivery.	Application	Y	
Experience of working with national policy and translating it into strategy	Interview		Y
Experience of procuring and managing sub-contracted provision in employment and skills	Application	Y	
Experience of staff management and ability to deputise for a senior manager	Application	Y	
Track record of successful programme and project delivery in skills or employment	Application, Interview and Test	Y	
A flexible and creative approach	Application		Y
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty) the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	Application & Interview	Y	
*A = Application form T = Test/Assessment I = Interview P = Presentation			
GENERAL			
<p>The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.</p> <p>The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.</p>			

Commented [JH1]: Is there a subject for this degree please?

Commented [JR2R1]: No, I don't think the subject necessarily matters because of the experiential requirements - it's about the more general skills developed through higher level study. E.g research skills, analysis, reporting findings etc.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.