

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 5166

Service Area: Growth

Grade: G7

Job Title: Project Officer (Community Learning)

PURPOSE OF JOB:

To Contribute to the delivery of outcomes for commissioning strategies in line with the Commissioning For Lincolnshire approach and to support:

- The implementation of new commissioned services and any redesign of existing services, performance review frameworks and joint review processes
- The enacting of new ways of thinking and working
- The maintenance of strong, positive working relationships across service areas, with providers and partners
- Demonstration of the Council's Core Abilities (at the relevant level)
- Personal Leadership
- Being Future Focused
- Political and Commercial Astuteness
- Supporting a High Performing and Flexible Workforce
- Drive for Results

To act as a member of the Enterprise Programmes team.

To support development and commission adult learning in Lincolnshire, coordinating and actively promoting new services and the development of existing service and Service Level Agreements (SLA's) in line with the changing government agenda.

To plan, organise, manage and deliver learning opportunities and the development of adult education in response to identified commissioning and delivery priorities and requirements in a given geographical area.

To undertake all tasks and processes concerned with the commissioning of learning services.

Work daily in partnership across Directorates and externally to ensure that learning delivered is relevant and to an excellent standard and that Lincolnshire County Council's policies and procedures are adhered to.

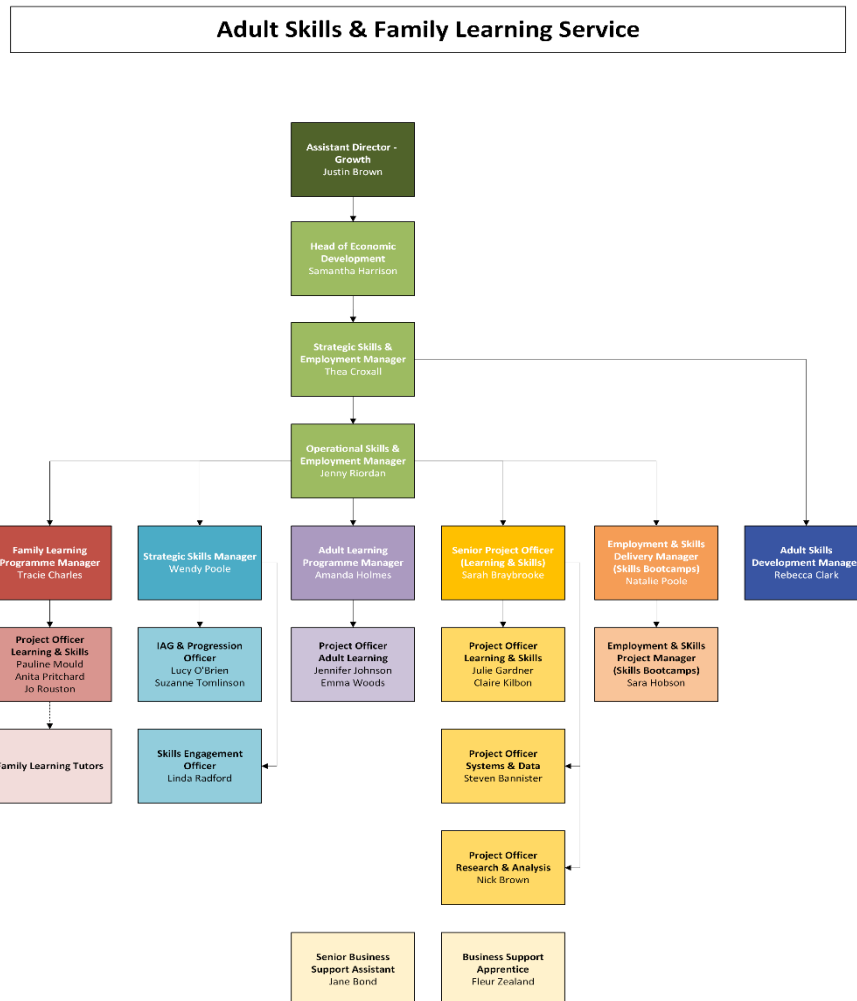
To manage the quality improvement systems in place across both the learning service and commissioned learning providers, ensuring procedures and practices are adhered to, including Health and Safety and Equality and Diversity, and delivering training leading to quality improvement as required.

To monitor the effectiveness of the curriculum strategy for the Learning Service.

To assist with the delivery of a consistent strategic commissioning approach across the Council.

To implement efficiency savings across the strategic commissioning areas.

TEAM STRUCTURE:



MAIN TASKS, RESPONSIBILITIES & DUTIES:

1	Working as a team member to deliver the agreed priorities within commissioning strategies, working collaboratively with providers (including statutory and non-statutory partners).
2	Offering advice and guidance as appropriate for own area of expertise.
3	Contributing to a personal portfolio of projects and/or specific work.
4	Managing systems that ensure effective performance review arrangements are in place to manage service delivery/contracts and monitoring service delivery against expected outcomes.
5	Maintaining strong, positive working relationships with service users, stakeholders, partners, providers, and potential providers.
6	Undertake actions that help the team to work with partners to ensure a robust approach to analysis and forecasting of population needs and balancing service delivery in terms of volume, cost, and funding.
7	Monitor current use of resources and commissioning plan.
8	Assist with the implementation of service strategies and delivery plans to meet the Council's targets and objectives.
9	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations
10	Ensure Council resources are optimised and utilised effectively and efficiently

11	Create a positive image of the County Council as an employee. In particular, to build and maintain a relationship with at least 5 private businesses in Lincolnshire; to share information about those businesses with colleagues in order to understand local economic conditions and shape LCC enterprise policy.
12	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
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	To work with the commissioning process by supporting a wide range of new and existing community and voluntary providers ensuring that Lincolnshire County Council's policies and procedures are adhered to.
15	To coordinate the development of partnerships.
16	To manage and monitor set budgets in order to ensure efficient and effective use of resources often through negotiation with partner organisations.
17	Direct supervision of family learning tutors; this will generally be 5 reports at any time.
18	To think laterally providing imaginative solutions through interpreting complex and challenging information from a range of options and sources incorporating this into matrix management systems ensuring a best value approach.
19	To be able to problem solve, without reference to senior managers, leading on continuous improvement.
20	Establishing new and innovative standards, policies, and delivery mechanisms in consultation with the Principal Commissioning Officer (Learning) and other stakeholders. This should be developed in the context of achieving excellence and promoting Lincolnshire County Council at the forefront of change by social inclusion through culture and learning.
21	To work with stakeholders at a local, regional, and national level (e.g., Skills Funding Agency) and will need to be aware that learning affects the reputation of the County Council and is therefore high on the Council's political agenda.
22	To be required to manage a range of partnerships to ensure that a range of learning opportunities are delivered across the county achieving a joined-up approach to service delivery.
23	To deal with matters that are likely to be contentious or complex, requiring guidelines, and make decisions about these matters without reference to senior managers.
24	Awareness of learning outcomes on the learner which will have a material effect, including care of the learner, service and organisation contacted. This could include consideration of alternative delivery methods which could affect outcome. This could also result in change and potential conflict through the implementation of learning decisions.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Educated to NVQ Level 4 or equivalent.	A	x	
Minimum of Level 3 Adult Teaching Qualification (CTTLS or equivalent)	A		X
Level 4 Observation of Teaching and Learning Qualification.	A		X

ICT skills – the ability to use Microsoft office and associated packages and to advise on appropriate ICT across curriculum areas.	AP	X	
To have relevant experience of working in curriculum management and delivery.	A I P	X	
Knowledge of operator and contractor conditions of contract.	A I		X
Knowledge of legislative requirements within own area of service delivery.	AIP	X	
Competent at producing reports to inform senior management	AI		X
Competent at identifying and acting upon operational risks in own area of service delivery.	AI	X	
Experience of developing positive working relationships via excellent personal, social and communication skills and a flexible approach to working.	AI	X	
Experience of negotiation skills.	AI		X
Knowledge and understanding of adult learning issues.	AIP	X	
Experience of providing adult and community learning policy advice and responses.	AIP		X
The ability to manage change, work well under pressure and meet deadlines.	AI	X	
To have training, group working and facilitation skills.	AI		X
To lead by example, visible in doing so, and promotes their work as part of a “one Lincolnshire” approach.	I		X
Is aware of the County Council’s financial systems and procedures, ensuring that allocated budgets operate within parameters and that on-going performance is monitored and corrective action taken	AI		X

Ensures that clear customer service standards are met.	AIP	X	
To have an understanding of diversity issues and their impact on the County Council and service delivery.	AIP	X	
The specific knowledge, skills and abilities required with vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.	AIP	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

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.

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.

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.