

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 02065

Service Area: Employment and Skills Development Service

Grade: G9

Job Title: Senior Project Officer (Skills Bootcamps)

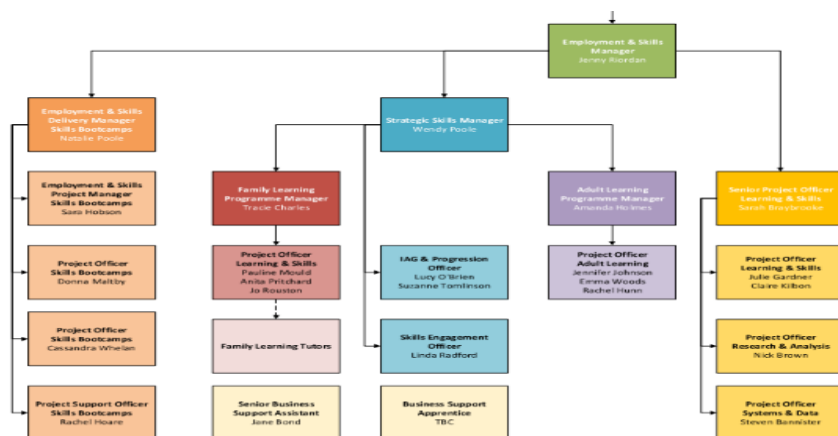
PURPOSE OF JOB:

Based within the Employment and Skills Development Service the post holder will report to the Employment and Skills Delivery Manager (Skills Bootcamps Programme Manager). The post holder will play a key role in developing, delivering and monitoring the Skills Bootcamps programme, ensuring that the service offers a balance and mix of provision which will maximise funding, contribute to targets and meet the needs of the local labour market.

As well as contributing at a management level to the development of the service's commissioned services, this post will also be responsible for managing three line-reports to oversee all operational activities in relation to the delivery of the Skills Bootcamps programme.

The post-holder will work with a wide range of colleagues within Lincolnshire County Council, as well as contracted training providers, and external stakeholders such as local employers.

TEAM STRUCTURE:



MAIN DUTIES:

- To commission, monitor and manage Employment and Skills programmes which include a balance and mix of provision which will maximise funding, contribute to targets and meet the needs of individual learners across Greater Lincolnshire. Ensure Council resources are optimised and utilised effectively and efficiently.

2.	Undertake actions that help the team to work with partners to ensure a robust approach to analysis and forecasting of training needs and balancing service delivery in terms of volume, cost and funding.
3.	Maintain strong, positive working relationships with service users, stakeholders, partners, employers training providers and potential suppliers.
4.	Assist with the implementation of service strategies and delivery plans to meet Lincolnshire County Council's targets and objectives.
5.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations. Line Manage a team of Project Officers who are responsible for contract management of commissioned suppliers.
6.	Manage and co-ordinate curriculum innovation and development across the programme ensuring that learner and employer needs are central to the development of provision, by setting and achieving all relevant targets and that actions are in place to improve the quality of provision.
7.	Create a positive image of Lincolnshire County Council as an employee. Build and maintain relationships with relevant partner organisations in Greater Lincolnshire to understand Place and contribute to shaping Employment and Skills strategy and direction.
8.	Deliver excellent customer service, incorporating the Lincolnshire County Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
9.	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.
10.	Participate in commissioning a range of Adult Learning programmes, predominantly Skills Bootcamps, with values between £10,000 and £500,000 ensuring that services are delivered in accordance with their agreed budgets, timescales, quality and contract procedures are followed and audit trails are in place.
11.	To keep up to date with emerging technologies, legislative changes, commercial demands and opportunities being identified through other projects and programmes, to ensure the strategy is directed appropriately.
12.	To design and prepare applications for external funding which support the work of the Employment and Skills Development Service with support from team leaders as appropriate.
13.	To provide leadership and management control of relevant programmes, manage project budgets producing accurate budget reports showing the implication of any changes for the Commissioning Manager.
14.	To establish clear written robust audit trails with associated procurement and contract records in preparation for external audit inspections.
15.	To support the work of strategic partnerships in the delivery of their objectives, producing and presenting reports to partnerships and LCC committees as required.

16.	To provide advice, guidance, reports and briefings on Employment and Skills issues to Lincolnshire County Council elected members, senior staff and external contacts.
17.	To manage relevant assurance processes ensuring that Employment and Skills Programmes meet quality standards. Implement any improvements flowing from self-assessment, provider performance review, audit and inspections.
18.	To deputise for the Employment and Skills Delivery Manager on a consistent and regular basis at meetings – locally, regionally and nationally.
19.	Direct management of at least three members of staff – 2 x Project Officers (Skills Bootcamps, 1x Project Support Officer).
20.	Take the lead in developing systems to support innovative communication methods with delivery partners, as well as the production of promotional and creative material for Employment and Skills provision, giving direction to delivery partners and suppliers.
21.	Take the lead in developing social media and marketing opportunities and work with partners to promote learning opportunities.
22.	Take decisions through formal processes or may need to act autonomously within the policy framework and quickly make recommendations based on the information and discussions that arise during meetings.
23.	To recommend to senior managers which schemes should be implemented prior to presenting reports that may influence Members decisions.
24.	Responsible for preparing guidance and detailed information that other organisations should follow to commission projects or to claim funding.
25.	Representing Lincolnshire County Council at meeting locally, regionally and nationally including overseas events and exhibitions.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Educated to NVQ Level 4 or equivalent.	A	X	
Minimum of Level 3 (CTLLS) Adult Teaching qualification (or equivalent).	A	X	
Experience of quality assurance management in teaching and learning.	A		X
ICT skills – the ability to use Microsoft Office and associated packages and to advise on appropriate ICT across curriculum areas.	A/P	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.	A/I	X	
Evidence of management and leadership skills consistent with LCC Competency Framework.	A/I		X
Experience of developing positive working relationships via personal, social and communication skills and a flexible approach to working.	I	X	
Experience of translating strategy into action.	I	X	
The ability to manage change, work well under pressure and meet deadlines.	I	X	
To have training, group working and facilitation skills.	A/I		X
Excellent communication and presentation skills, verbally and in writing, sufficient to write and present reports to a range of stakeholders.	I/P	X	
Detailed knowledge of national policy and practice in the field of adult learning and evidence of its application sufficient to meet the requirements of external regulations.	I/P		X
Experience of managing risk.	I		X
To have experience of undertaking complex work, requiring a level of knowledge and expertise in curriculum management.	A/I	X	
Monitoring and delivery of targets.	A/I	X	
The willingness to attend training and keep up to date with developments in the field including instigating peer review processes with internal and external colleagues sharing best practice.	I	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 ongoing performance is monitored and corrective action taken.	A/I		X
Experience of managing projects	A/I	X	

To have an understanding of diversity issues and their impact on the County Council and service delivery.	A/I	X	
Good knowledge of cross cutting issues within the workplace, locally, regionally and nationally .	I		X

The specific knowledge, skills and abilities required will 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.

*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.