

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 02946

Service Area: Economic Development

Grade: G12

Job Title: Employment and Skills Manager

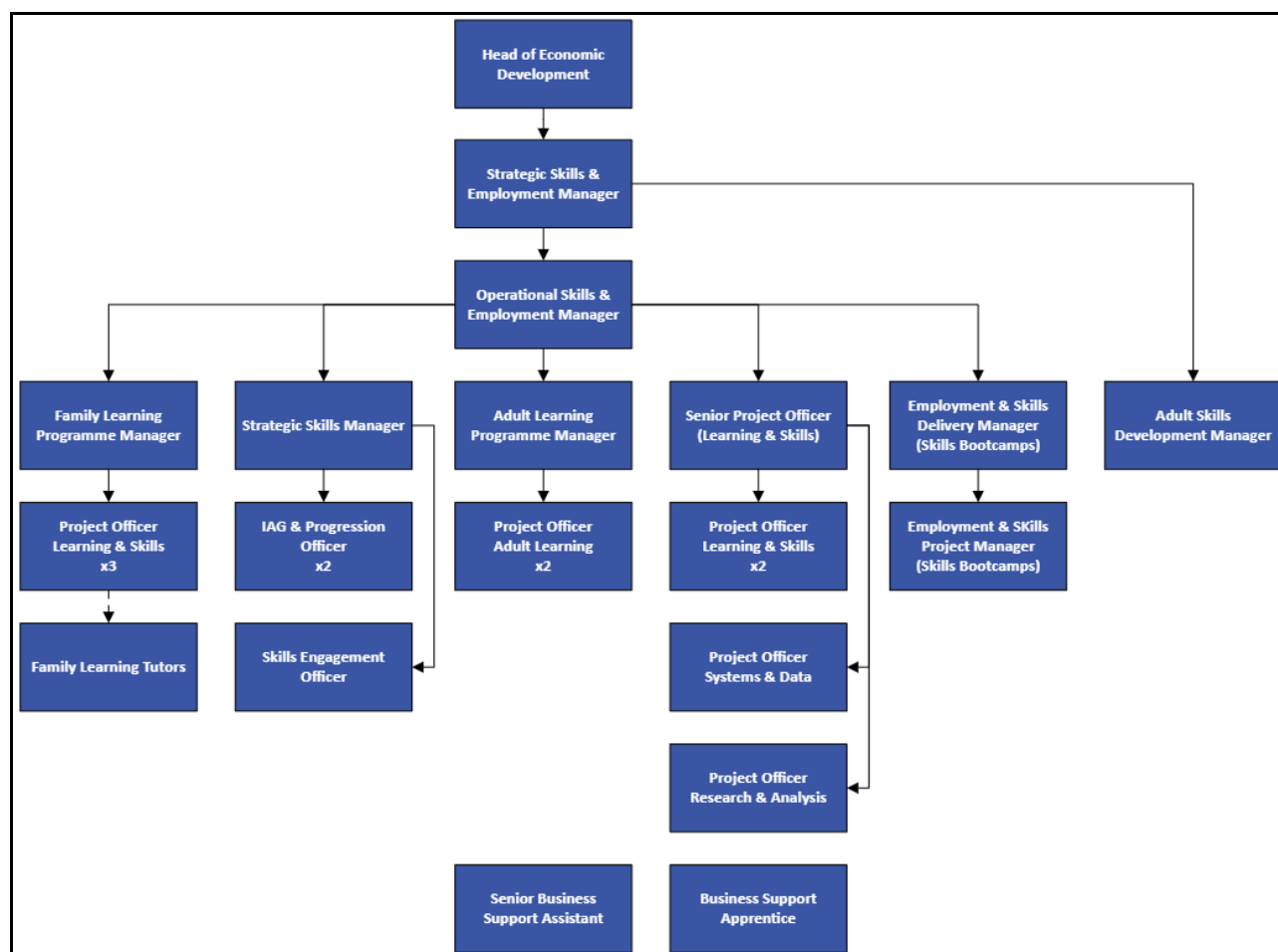
PURPOSE OF JOB:

The post holder will be accountable for developing and delivering a strategy for Employment and Skills for adults, primarily through the commissioning and managing of an extensive and high quality skills, family learning and an range of national programmes delivered by a network of learning providers, learning tutors, funded via the Adult Skills Fund grant. The programme will include a balanced mix of provision which will be aimed at meeting the varied and changing needs of both learners and employers, as well as promoting economic growth in line with the strategic priorities of the County Council and the Greater Lincolnshire Combined County Authority

The post holder will be required to work collaboratively with, and influence, training providers to ensure the wider skills offer minimises duplication and enhances collaborative working. Working with relevant LCC officers, the post holder will help to promote and develop the importance of Social Value in commissioning and procurement in order to influence skill development and local employment opportunities.

The post holder will lead and manage the work of the Employment and Skills Development Service, providing direction, advice and support across a wide range of activities delivered across the Service including commissioning and contract management arrangements, curriculum planning, quality assurance, information management and business intelligence functions.

TEAM STRUCTURE:



MAIN DUTIES:	
1	To develop strategic and operational plans that will achieve agreed learning priorities that support the objectives of Ofsted, Department for Education (DfE), Local Government Association (LGA), Lincolnshire County Council (LCC), and the Greater Lincolnshire County Combined Authority (GLCCA)
2	To take responsibility for ensuring there is a suitable range of adult skills and family learning opportunities across Greater Lincolnshire, through both directly delivered and subcontracting arrangements, that meets the learning needs of local businesses, communities and individuals, is inclusive, provides value for money and achieves the best possible outcomes for learners
3	To ensure that service planning and delivery meets statutory E&D and Safeguarding requirements, takes account of national and locally agreed performance standards, offers relevant qualifications, avoids duplication and maximises learner opportunities to progress to positive outcomes.
4	To lead in negotiations to commission adult learning services in relation to price and service requirements to meet identified needs. Establish appropriate contracts that deliver specific objectives and outcomes ensuring a robust and cost-effective contracting function through transparent quality assurance which represents value for money, contributes to outcomes and is fully compliant with Adult Skills Fund rules.

5	To build a positive team ethos amongst the network of providers that increases their allegiance to the service, their compliance with policies and processes and their understanding of other providers' curriculum offer, leading to more progression opportunities for learners. Work proactively with providers to develop innovative and creative approaches to delivery which will maximise funding and income generation opportunities as well as develop resilience to minimize service interruptions from external forces
6	To understand, stimulate and engage the market from a strategic aspect, developing and maintaining relationships with service users, stakeholders, children's services, schools, partners, potential providers, delivery and referral partners including JCP's and other referral and delivery sources.
7	To take the lead role for all provision in scope with regards to quality assurance, meeting of minimum standards with regards to qualification provision, and external audit and inspection processes on the journey to 'outstanding'. This includes target setting, monitoring providers' performance, managing family learning tutors, observation of teaching, learning and assessment, designing and implementing appropriate interventions, managing the quality improvement and self-assessment process and producing the service's annual Self-Assessment Report. The post holder will also be expected to act as Nominee for the Ofsted Inspection of Further Education and Skills representing the Employment & Skills & Development Service, InspireU in Children's Service and the LCC Apprenticeship Employer Provider (AEP) programme in Resources
8	To build productive relationships with managers and colleagues across the council, representing the service and identifying contributions that can be made to wider corporate objectives linked to skills development and economic growth
9	To have oversight of the Learning Management Information Systems (MIS) to ensure funding returns are compliant and returned in a timely way, and allow for reporting to senior management, as appropriate. To use LCC's MIS and reporting systems to ensure the integrity of learner data taking prompt action to resolve inaccuracies.
10	To manage the Adult Skills Fund in accordance with DfE and LCC budget management requirements and bid for additional funds to develop and support the delivery of a range of skills and employment activities as agreed with senior managers
11	To effectively lead and manage a team of staff that deliver a diverse and wide ranging workload by providing direction, advice, guidance, supervision and mentoring support as appropriate. The post holder will also be expected to take the lead role in relation to recruitment, performance management, and disciplinary issues, and will be expected to have a good understanding of the diverse nature of the work undertaken across the Team
12	To provide advice, support and provide accurate and timely management information reports to relevant Councillors and committees, as well as to other stakeholder groups including the Learning Board and the Learning Operational Group.
13	To represent the council at local, regional and national level through attendance and participation at Department for Education meetings, Learning and Works Institute (LWI) meetings, HOLEX, Local Government Association (LGA) etc.
14	To be the creative force in developing, testing and establishing a range of fresh, imaginative and innovative solutions and responses that support continuous improvement across a wide range of service activities, as well as providing resilience to ensure maintenance of service delivery when it is interrupted by external factors. These initiatives will have a significant impact on a large number of people including LCC staff, external learning delivery partners and members of the public.

15	To remain up to date and compliant with all relevant legislation, funding requirements, policies and professional codes of conduct in order to ensure compliance and uphold standards of best practice			
PERSON SPECIFICATION				
	Requirements	Where identified*	Essential	Desirable
	Qualifications <ul style="list-style-type: none">Educated to degree standard with a full teaching qualification and teaching experience obtained in further education/adult learning.Management qualification, Level 5 or aboveLevel 3 Assessors QualificationA detailed and current working knowledge of adult learning and skills trends in the UK.	A A A A / I	Yes Yes Yes Yes	
	Experience <ul style="list-style-type: none">National Policy knowledgeSignificant experience at senior management levelConsistent achievements at management levelExperience and evidence of effective budget managementPolitical acumenNegotiating skillsCommercial and contract management experienceMotivational leader and agent of changeExperience of responding to external factors and amending delivery modelInnovative and creative thinkerAbility to establish credible relationships across partner organisations and influence those relationshipsStrategy developmentExternal funding experienceExperience of delivering training in a classroom environment and assessing work based learningExperience of delivering qualifications and the associated Internal Quality Assurance requirementsKnowledge and understanding of issues and legislation relating to Adult Skills and Family Learning, including DfE funding rulesExperience of Ofsted inspection practices, self-assessment procedures and quality improvement planningExperience of external audit	A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	
	Interpersonal <ul style="list-style-type: none">Management SkillsExperience of developing positive working relationships via excellent personal, social and communication skills and a flexible approach to working.Ability to foster good relationships with learners, tutors, school staff and managersAbility to work effectively as part of a team and on own initiative	I I I I	Yes Yes Yes Yes Yes	

<ul style="list-style-type: none"> • Group working and facilitation skills • Effective at change management 	 I I	 Yes Yes	
General <ul style="list-style-type: none"> • Good practical knowledge of IT packages including Microsoft Word and Excel • Competent at producing reports to inform senior management and members • Competent at identifying and acting upon operational risks in own area of service delivery • Willingness to attend training and keep up to date with developments in the field • Knowledge and comprehensive understanding of safeguarding and diversity issues and their impact on the County Council and service delivery. • Track record of effectively finding ways to improve service delivery through innovation, new ways of working and the adoption of best practice • Ability to manage and prioritise own workload, and to deliver in a reliable and consistent approach, often working to tight deadlines 	 I I I I I I I I	 Yes Yes Yes Yes Yes Yes Yes	

*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 [Vision and values – Lincolnshire County Council](#) 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.