

Job Profile

Job Title: Head of Employment & Skills
Date created: August 2021, Updated August 2024

Job ID: HAY 409

Grade: RB 5

About the Job:

- Provide specialist expertise to the Director of Economy & Environment and the Executive Director of Economy, Environment & Infrastructure in relation to the Council's employment and skills agenda and associated responsibilities, including adult education and careers support and the interface with schools, colleges, universities and other partners working in this field of operations.
- To lead and manage a team of staff in the preparation and delivery of the Council's Employment and Skills Strategies, Policies and Plans aligned to the Corporate Strategy and Gloucestershire Local Growth Plan
- To lead and manage the employment, skills and career support functions.
- To provide strategic leadership and management of bidding for, implementation and delivery of external Employment & Skills contracts, including Adult Education and careers support services from relevant Government Departments (Work and Pensions, Education, Health) and secure and manage external funding for the sustainability of the overall Employment & Skills Service
- To lead and facilitate partnership working with local and national careers, employment and skills providers in order to implement relevant Countywide and Council priorities
- To ensure all externally funded careers, employment and skills contracts are delivered effectively by the Council and remain within the allocated variable budgets secured through external bids.
- To co-ordinate and manage the Social Value functions of the Council, including the role out and embedding of Social Value across the Council and monitoring and delivery of secured funding and projects (currently circa £110m)
- To lead and manage the green/net zero skills and jobs functions of the Council
- To lead and co-ordinate the devolved employment and skills functions resulting from the Gloucestershire devolution deal, including the coordination of skills training with the relevant colleges and learning institutions across Gloucestershire to ensure that skills training provision closer matches employees needs.
- To adopt a coaching approach that enables team and individual development.
- To develop a range of services which are aligned with and facilitate the delivery of the Council's corporate strategy.
- As a member of the Economy, Environment & Infrastructure (EE&I) senior management team, to carry collective accountability for ensuring that the employment and skills initiatives and policies meet the needs of an ever-changing council.
- As a member of the EE&I Senior Management Team to develop and deliver the growth and place agendas within the County and to support economic development working with partners to achieve this.
- Provide specialist expertise to senior leadership on the Council's employment and skills agenda, including adult education, careers support, and partnerships with educational institutions.
- Lead and manage the Employment and Skills team to develop and deliver strategies, policies, and externally funded contracts, ensuring effective use of resources and alignment with corporate and local growth priorities.
- Oversee Social Value initiatives, green/net zero skills functions, and the coordination of devolved employment and skills services, working closely with partners to support economic development. Foster a coaching culture to support staff development.
- As a member of the Economy, Environment & Infrastructure (EE&I) senior management team, to carry collective accountability for ensuring that the employment and skills initiatives and policies meet the needs of an ever-changing council.
- As a member of the EE&I Senior Management Team to develop and deliver the growth and place agendas within the County and to support economic development working with partners to achieve this

This is what we need you to do...

- To cultivate and establish credible working relationships with leaders, partners, training providers, commissioners, senior managers and employers to facilitate the Council's Strategies, Policies and Plans for employment and skills, which underpin the economic growth potential of the County
- To lead and chair Employment & Skills partnership meetings organised by the Council as well as internal Council meetings that focus on employment and skills provision and delivery in support of the wider economic agenda
- To develop and maintain a comprehensive understanding of the current and emerging employment and skills agenda, priorities and policies at a national, regional and local level, including partnership working with schools, colleges, learning institutions and employees to ensure skills requirements are identified and met.
- To identify ,develop and secure sources of funding (e.g. grants and contracts) that enable programmes and projects that address employment and skills needs to be designed, implemented, quality assured and reported on.
- To provide advice to Cabinet, individual members & senior managers in relation to employment and skills policy and local 'landscape' as required.
- To lead and oversee the priority employment and skill actions as determined by the Council and set out within its Employment and Skills Business Plan and the Gloucestershire Economic Strategy.
- To develop, plan, deliver and evaluate projects and initiatives that address unmet needs in relation to employment .eg NEETs; promotion and uptake of apprenticeships and traineeships and future skill needs of employers in Gloucestershire
- To scope, design and ensure delivery of strategic, innovative and tactical projects as required through effective project management ensuring the enhancement of credibility with our business customers.
- As a member of the Economy, Environment & Infrastructure senior management team:
 - To develop and deliver the Directorate's annual service/business plan.
 - Be accountable for the efficient and effective deployment of EEI employment and skills resources to support the delivery of services/commissioning across the council.
 - To develop the skills & knowledge and maximise the potential of all staff within the employment and skills teams.
 - To work with members of the management team to develop and drive forward the economy and environment agendas
 - To deputise for the Director of Economy & Environment in relation to area of expertise

- To review and analyse high level data and information in relation to employment and skills and interpret for decision-makers the effectiveness of interventions and initiatives.
- To model a strong employee engagement approach in order to establish effective and productive working relationships with colleagues and to lead the development and delivery of a seamless, customer focused service.
- To develop, implement and evaluate multi agency and partnership strategies in relation to the economy, employment and skills agenda on behalf of the Council.
- To consult, negotiate with and work with senior managers internally and externally within key Government Departments (e.g. DWP, DfE, and Health and within partner organisations (e.g. colleges, schools and independent training provider to provide innovative and relevant strategic solutions to employment and skills issues, enabling them to make timely and well-informed decisions whilst understanding the impact of these decisions
- To oversee and manage the overall budgetary position for Employment and Skills within the Council, ensuring that services that report to the Post holder use their budgets efficiently and effectively to maximise opportunities and remain financially viable for the Council, seeking opportunities to secure additional funding from external bids which will enhance and increase the range of the service.
- To use management information and business relevant metrics to influence business decisions and to comply with the Council's constitution, decision-making framework and governance processes.
- To act as an ambassador and champion of the Employment & Skills agenda in GCC and to represent the organisation at local and national events through invitation, award entry and networking.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Proven experience of working as a senior manager within an employment and skills arena or economic function
- Significant experience of influencing and working with senior managers, members, careers, employment and training providers, and other stakeholders on employment and skills issues and approaches in support of the broader economy including chairing partnership groups
- Leadership and team management
- Programme and project management experience
- Experience in leading, managing and delivering employment and skills programmes and projects
- Experience of managing complex and large-scale budgets (including grant funding and time-limited income streams robustly and effectively) and projects

Knowledge, Skills and Understanding

- Strategic knowledge and understanding of the careers, employment and skills agenda at national and regional level
- Knowledge and understanding of the legislative requirements in relation to employment and skills
- Strategic understanding of services and multi agency working in relation to careers, employment and skills issues
- Commissioning and procurement skills and knowledge
- Using professional competencies to improve business decision making and performance.
- Business and commercial acumen with a successful track record of bidding for, securing and managing complex and high-profile contracts and grant funded programmes/projects
- Understanding of the Council's needs and ability to take a service/organisation wide perspective in scoping, sourcing, commissioning, procuring and supporting the implementation of employment and skills projects
- Excellent communication skills (verbal and written)
- Creative thinking and organisational problem-solving skills

Behavioural attributes

- The personal presence, integrity, authority and service strategic understanding to speak as an equal and be listened to by Directorate leaders, managers, internally and by college Principals, senior school Heads and senior business and employment leaders.
- Able to challenge leaders on their own ground in relation to people issues e.g. ask difficult questions, say the unthinkable, challenge assumptions
- Able to demonstrate a solution focussed and innovative approach
- A problem solver with a 'can do' approach
- Decisive Thinker
- Political Awareness
- Commitment to continued professional development and learning
- Able to adapt personal style to different audiences.
- Commitment to quality customer service and drive for continuous service improvement

Education & Qualifications

Essential

- Degree level education or a professional qualification relevant to the post
- To hold corporate membership of an economy, employment or skills related professional organisation or significant experience at a strategic, influencing level

Special Conditions

Under the provisions of the Local Government Housing Act 1999, this post is deemed to be politically restricted.

Out of hours working will be required at times

