

Job Title: Skills Strategy Programme Manager
Grade: 12

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and the people of Staffordshire
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Directorate Purpose

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council's Economy,

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Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

The Skills and Employability service aims to ensure that Staffordshire's young people and adults get the training and skills to access good and better jobs and employers have the skills to grow and prosper. Our mission is to create strong and effective partnerships which support our people to gain the knowledge, skills and confidence to achieve their ambitions and play a productive role in the growth of the Staffordshire economy.

The Employer Skills service is responsible for identifying key economic skills challenges facing Staffordshire and the Council informed by economic and skills analysis, designing and developing employment & skills growth strategies and designing and managing high quality employment and skills programmes. The Employer Skills service delivers job brokerage service that provides a single point of contact for residents and businesses that enables a diversity of residents to secure job opportunities & achieve career ambitions and businesses to meet their workforce. The Employer skills service also delivers finance, compliance, administrative support across the wider Service area.

About the Role

The Skills Strategy Programme Manager is accountable for developing, designing and managing high quality employment and skills programmes, informed by economic skills research and analysis, to promote economic and skills growth across Staffordshire.

The role will support the Head of Employer Skills in identifying key economic skills challenges and the development of solutions to promote skills and economic growth.

The Skills Strategy Programme Manager will contribute to the development and implementation of the Staffordshire Employment & Skills Strategy and Delivery Plan.

The role will support the development and execution of strategies which give our residents the skills to access higher value, better-paid jobs across a wide range of priority sectors, helping deliver a diverse, inclusive and sustainable economy.

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The role will manage sustainable relationships with key partners and stakeholders to enable effective partnership working to inform the development of wider strategies and policies to promote employability and to raise skills.

This post is designated as a casual car user.

Reporting Relationships

Responsible to:

- Head of Employer Skills

Responsible for:

- Economy & Skills Analyst
- Skills & Further Learning Officer
- Quality Assurance Manager (2 year Fixed Term)
- Project Support Officer (2 year Fixed Term)

Key Accountabilities:

1. Manage and commission employment & skills programmes ensuring contract compliance, high quality delivery and value for money
2. Provide economy and skills analysis and research that provides meaningful evidence based conclusions and recommendations that influences and informs economic and skills priorities for Staffordshire.
3. Lead on the development of high quality employer skills strategies that ensures skills provision meets local employer skills needs and maximises investment in jobs and training.
4. Design and lead on skills and employability projects that support economic and skills growth across Staffordshire and implement and deliver government programmes that support wider economic and skills growth.

5. Establish, develop and maintain stakeholder relationships to enable effective partnership working and promote Staffordshire's employment and skills priorities to shape developing local and national strategies for employment & skills.
6. Identifying and securing funding opportunities by developing proposals to promote growth in the economy and skills across Staffordshire. enhance and develop provision for Staffordshire young people.
7. Programme and performance management of programme providers by managing contracts, funding agreements, claims and providers to ensure best learning outcomes for residents and businesses.
8. Manage and empower the team to deliver the Council's priorities and objectives ensuring a high performance culture.
9. Manage budgets and funding for employment & skills programmes ensuring contract compliance.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

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Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.





The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measure by
 	Qualifications <ul style="list-style-type: none"> • Educated to degree level or equivalent significant sector experience. • Project Management qualification or significant project management experience 	 A A
 	Knowledge and Experience <ul style="list-style-type: none"> • Demonstratable experience of successfully managing and motivating multi-discipline teams. • Demonstrable experience of policy and strategy development • Experience of developing systems and data to drive continuous service improvement • Demonstratable experience in commissioning provision, and contract & performance management • Demonstratable experience of project development and working in partnership with stakeholders and providers to deliver outcomes • An understanding of the current challenges facing local government in the economy skills and employability • Demonstratable experience in successfully managing financial budgets • Demonstrable experience of working with education providers and employers to deliver transformation 	 A/I A/I A/I A/I A/I A/I A/I
	Skills <ul style="list-style-type: none"> • Interpersonal skills with the ability to build and maintain effective working relationships • Leadership skills. • Persuasion and negotiation skills. • Financial and budgetary skills. • Analytical skills with an attention to detail. • Planning, organising and coordinating skills. 	 A/I A/I A/I/T A/I/T A/I A/I/T A/I

	<ul style="list-style-type: none"> • Written, verbal and digital communication skills, with the ability to adapt communications to the target audience. • Ability to motivate and empower others 	<p>A/I</p> <p>A/I</p>
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting Talent & Resourcing Team 01785 278300