

## Learning & Skills Coordinator

### Grade 11

#### **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**

The purpose of the Skills & Employability department is to improve people's lives through learning and training, leading to employment and/or increased personal fulfilment, and to support the growth of Staffordshire's economy and society;

- Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire’s 16+ residents, by enabling provider partnerships and through direct delivery.
- Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.
- Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.
- Working with providers and partners to ensure that Staffordshire’s social, employment and economic demands are met.

The Community Learning Service is part of the Skills and Employability department and is the Staffordshire & Stoke-on-Trent Lead for the Department for Education’s national Skills Bootcamps programme and is responsible for the commissioning and delivery of Skills Bootcamps provision in the local area. The Service holds a varied portfolio of Providers and provision across Community Learning.

### **About the Role**

The Learning & Skills Coordinator is responsible for the operational management of the programme delivered via commissioned arrangement to ensure high-quality adult skills provision meets the local skills and employment priorities for Staffordshire & Stoke-on-Trent.

### **Reporting Relationships**

**Responsible to:** Head of Adult Learning & Skills

**Responsible for:** Project Support Officer and a Community Learning Officer – Provider Management

### **Key Accountabilities:**

1. Undertake research and work in collaboration with stakeholders, including employers to produce an annual Skills Bootcamps Delivery Plan that meets the local skills and employment priorities for Staffordshire, including periodical reviews.

2. Manage and develop a team that is responsive and proactive in contributing and achieving the Council's priorities to meet the needs of the local economy and the residents of Staffordshire.
3. Support the procurement and commissioning of Services by writing specifications, undertaking tender exercises, and undertaking appraisals in collaboration with Commissioners.
4. Monitor and evaluate performance of external Providers to support the delivery of Skills Bootcamps in accordance with grant/procurement policies and procedures.
5. Manage Skills Bootcamps funding including budgeting, forecasting, payments, financial claims and reporting, financial compliance and quarterly and end-year reporting to the Department for Education and/or the Department for Work and Pensions.
6. Monitor and report on delivery and performance of contracts including, the achievement of project outputs, number of participants, progress, achievement, any other associated key performance indicators and implement effective strategies to overcome any shortfalls of project outputs and outcomes.
7. Develop processes for self-evaluation and continuous improvement, including processes to ensure learner voice is represented in the planning and evaluation of Skills Bootcamps provision.
8. Effectively monitor compliance in quality assurance, Health and Safety, Safeguarding and Prevent and Equality and Diversity, recording findings and taking the appropriate action in accordance with legislation and funding regulations.
9. Monitor, review and analyse Individual Learner Record (ILR) data of external/internal Providers to ensure accuracy of ILR submissions to the Department for Education to correspond with payments to Providers from the Council.
10. Support external/internal Providers in the design and development of the curriculum, reflecting the national delivery model of Skills Bootcamps

by providing adult education advice, sharing of best practice, innovation, and subject/industry specific resources through regular communication channels, including monthly and termly stakeholder and Provider meetings.

11. Work in partnership and collaboration with a range of stakeholders to ensure the Staffordshire & Stoke-on-Trent Skills Bootcamps programme operates coherently within a wider spectrum of provision so that activity is complementary to other provision commissioned by the Council.
12. Be the primary contact with the Department of Education and the Department for Work and Pensions, consisting of performance reviews, attending round-table discussions and best practice webinars to support the successful delivery of Skills Bootcamps .
13. Assist with the preparation of reports for Cabinet, Prosperous Overview and Scrutiny committee and the Staffordshire & Stoke-on-Trent Skills Bootcamps Internal Board on all aspects of existing contracts, compliance and administration to ensure sound, transparent decision making.

### **Other Information**

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally and regionally.

This post has no political restriction.

As an Authority we are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service.

**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.

**Environment**

Deliver a reduction in the Councils' environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

**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	Measured by
<b>Qualifications/Professional membership</b>		
	Full teaching qualification e.g., PGCE, Cert Ed or equivalent.	A
	Educated to degree standard or equivalent experience.	A
<b>Knowledge and Experience</b>		
	Substantial knowledge and experience of delivering and managing Adult Skills non-accredited and accredited provision and programmes in collaboration with stakeholders, including employers.	AI
	Knowledge and experience of commissioning processes and procedures.	AI
	Experience of effectively managing budgets and resources, and achieving cost effective, value for money solutions.	AI
	Detailed knowledge of the funding regulations and guidance, the inspection and accountability regime governing Adult Learning.	AI
	Experience of planning, designing and delivering programmes of learning for adults, including with an outcomes focus.	AI
	Experience of supervising and managing people.	AI
	Experience of developing professional expertise and standards in order to secure high quality outcomes for learners.	AI

	Knowledge and experience of implementing quality assurance and compliance activities.	AI
	<b>Skills</b>	
	Effective communication and inter-personal skills to manage and supervise others influence and effect change and network with a wide audience, spanning from learner level to strategic level.	AI
	Ability to be enterprising, innovative and forward thinking to lead and develop the Skills Bootcamps programme effectively.	AI
	Ability to work collaboratively inspiring and supporting others to achieve excellence.	AI
	Ability to organise, prioritise and work autonomously to meet targets within a given timeframe.	AI



\*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. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

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