

# HEAD OF SKILLS AND POST 16

## Role Profile



<b>Title</b>	Head of Skills and Post 16	
<b>Grade</b>	GRADE L	
<b>Reference:</b>	N908	
<b>Reports to:</b>	Service Director (Education Participation and Skills)	
<b>Work style Definition</b>	Mobile Worker	
<b>Job Type:</b>	Operational Leader	
<b>Primary purpose of role</b>	<p>Lead and manage a team of staff relating to skills, adult learning and employability across the post 16 and adult age range.</p> <p>Deputise for the Service Director at a range of meetings.</p> <p>Work with Elected Members, partners and the Employment Skills Board to develop a strong, measurable delivery plan for employability, skills and post 16 destinations that is measurable and reflects the priorities agreed.</p> <p>Develop post 16 strategy, and place-shape post 16 learning and training provision across the city with education providers. Oversee the operational delivery of the adult and community learning service. Ensure effective reporting of NEETs and commissioning for improved participation (EETs) across different cohorts of learners.</p> <p>Develop excellent working relationships with schools and partners to increase learner readiness for work focusing particularly on STEM.</p> <p>To connect skills training and skills support with identified gaps in the areas of need and opportunity across the city and raise the level of aspiration and achievement.</p> <p>To achieve investment in the skills agenda and programmes with a plan to reduce PCC funding and create self-sustaining teams and programmes.</p> <p>To plan for and commission the delivery of quality careers advice.</p> <p>Ensure that performance management is strong and that key indicators and targets are prioritised</p> <p>Raise the profile of the skills agenda and plan and support the Employment Skills Board working closely with other departments within the Council (including Economic Development) and the Local Enterprise Partnership.</p>	
<b>Key accountabilities and key measures</b>	<p><b>Role Outcomes</b></p> <p><b>Leadership (40%)</b></p> <ul style="list-style-type: none"> <li>Provide vision and direction to the City Council, partners and</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>Indicators within Plan for Skills and STEM</li> <li>NEETs levels</li> </ul>

	<p>stakeholders, business sector, external agencies (e.g. DWP) and local residents on key aspects of post 16 skills development, employability and qualifications.</p> <ul style="list-style-type: none"> <li>▪ Improve qualification levels and participation in Plymouth through delivery of the relevant plans, programmes and other initiatives.</li> <li>▪ Promote the council's vision, values, aims and objectives through personal example and positive direction to ensure they translate into practical and effective action in the management and delivery of activity.</li> <li>▪ Generate investment in the skills agenda and programmes</li> <li>▪ Lead the region-wide and national contribution of PCC to knowledge and experience sharing partnerships, and central government reporting requirements as appropriate.</li> <li>▪ Liaise with providers holding ESFA funded contracts to ensure that the needs of young people who are NEET are met.</li> </ul> <p><b>Strategy and Policy Development (50%)</b></p> <ul style="list-style-type: none"> <li>▪ Assist in the production of an up-to-date Plan for Education and Skills and associated delivery plans with resources clearly allocated and full stakeholder engagement.</li> <li>▪ Lead the development of the EPS Business Plan, through consultation with staff and customers. The plan must align to the PCC Corporate Plan and priorities.</li> <li>▪ Responsible for highlighting key issues and potential solutions to the SD in a timely fashion.</li> <li>▪ Establish excellent working relationships with a wide range of individuals and organisations and use these to maximise outcomes for the council and the city, sustaining extremely valuable partnerships to drive skills and participation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance of AEB grant</li> <li>▪ Inclusive Growth Measures</li> <li>▪ Corporate Plan measures and Pledges</li> <li>▪ Income generated via investment in skills programmes</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Advise and support key partners such as the Children and Young People's Partnership, the ESB and the provider networks, ensuring they can secure City Council support to deliver strategic projects.</li> <li>▪ Work strategically to influence the local and national agenda, including working with Central Government on national initiatives.</li> <li>▪ Lead for PCC the development of the Skills Advisory Boards and LEP Skills Plan.</li> <li>▪ Provide input to the council's major capital and productivity programmes (such as Inclusive Growth), devising innovative and creative ideas for developing strategy and improving asset delivery, and assisting services to define needs and outcomes.</li> <li>▪ Build strong, effective and trusting working relationships with elected Members to support them in the development of strategies and plans for skills development.</li> </ul> <p><b>Performance and Customer Focus (10%)</b></p> <ul style="list-style-type: none"> <li>▪ Create a culture of high performance where employees strive to achieve project goals and continually improve and develop.</li> <li>▪ Ensure robust project management based on established methodology, and clearly defining roles and responsibilities.</li> <li>▪ Deliver a programme of continual improvement across the service to ensure service eliminates waste, provides customer satisfaction and value for money.</li> <li>▪ Contribute to the development of a strong corporate customer service culture, where effective performance management delivers improved services which focus on the needs of customers and the wider community.</li> <li>▪ Capture knowledge and best practice to mitigate the risk of</li> </ul>	
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	<p>losing key individuals and become a centre of excellence.</p> <ul style="list-style-type: none"> <li>Input to procurement process, engaging with the market in compliance with European legislation and Council procedures</li> </ul>	
<b>Key activities</b>	<p>The post holder will make decisions regarding implementation of projects, allocation of resources and workload; spend of budget, income generation and matters of a strategic nature. In association with the Service Director for EPS the post holder will:</p> <ul style="list-style-type: none"> <li>Recommend decisions to members and CMT around commissioning for post 16 and skills development and future service delivery.</li> <li>Recommend decisions to DMT.</li> <li>Decide how service delivery and performance can be continually improved or enhanced.</li> <li>Make informed, timely and appropriate decisions for the benefit of the people of Plymouth whilst ensuring a culture of transparent decision making.</li> <li>The post holder is responsible for implementation of the relevant plans and must evaluate and decide appropriate means for this to happen. <b>(20%)</b></li> </ul> <p><b>Operational (35%)</b></p> <ul style="list-style-type: none"> <li>Accountability for approximately 60 staff directly and a service budget of £2m and indirect budget of £3m (potentially this could rise significantly in relation to successful bids to the EU and UK funding streams.</li> <li>Drive initiatives which support skills growth in the city's priority sectors.</li> <li>Accountable for information to the communications team in relation to media enquiries.</li> <li>Ensure that the service complies with any statutory and legislative compliance standards and lead any audit based events.</li> <li>Undertake other duties appropriate to the grade of the post.</li> </ul> <p><b>People Management (25%)</b></p> <ul style="list-style-type: none"> <li>Manage a team to deliver projects and programmes, using the Council's performance management framework to direct, manage, appraise and develop team members.</li> <li>Manage relationships with a range of stakeholders with sometimes conflicting priorities, ensuring all parties are appropriately engaged and deliver outputs to time and budget.</li> <li>Work in partnership with other organisations within and outside the city to deliver best outcomes.</li> <li>Responsible for securing investment in the skills agenda</li> <li>Undertake other duties appropriate to the grade of the post.</li> </ul> <p><b>Financial Responsibilities (20%)</b></p> <ul style="list-style-type: none"> <li>Manage the service budgets of approximately £2m and an indirect budget of £3m at minimum.</li> <li>Create investment in the skills agenda and generate income to make post self-funding in 3 years.</li> </ul>	

<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or equivalent in a relevant subject such as economics or social policy.</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Relevant professional qualification or commitment to work towards one.</li> <li>▪ Management or regulatory body qualification.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Substantial experience in a middle management role in skills, education, employability or a closely related discipline. Proven experience of:               <ul style="list-style-type: none"> <li>▪ Service development and management with a proven track record in managing and implementing change.</li> <li>▪ Business planning, target setting and implementation of continuous service improvement.</li> <li>▪ Working in multi-disciplinary and cross-organisational groups including joint working partnership planning with educational settings, training providers, agencies and the business community.</li> <li>▪ Leading, managing and motivating teams and effective people management.</li> <li>▪ Collating, analysing, interpreting and presenting information for management purposes.</li> <li>▪ Budget management and financial planning.</li> <li>▪ IT skills and awareness of issues and benefits associated with ICT systems and their role in change.</li> <li>▪ Customer service best practice.</li> <li>▪ Performance management processes.</li> </ul> </li> <li>▪ Evidence of continuous professional development</li> </ul>
<b>Desirable experience</b>	
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to lead and integrate performance management to achieve improvements in performance and excellent results.</li> <li>▪ Financial and commercial awareness with strong analytical skills and a creative approach to problem solving.</li> <li>▪ Partnership building skills and the ability to align internal and external partners behind priorities.</li> <li>▪ Leadership skills to motivate and gain commitment to service objectives.</li> <li>▪ Communication skills with the ability to vary them across a wide range of external and internal audiences, including a diverse workforce.</li> <li>▪ Ability to lead, change and deliver a change-friendly service.</li> <li>▪ Ability to deliver clear, professional advice to senior managers and Members.</li> <li>▪ Highly developed communication skills required for working with local and strategic partners and responsibility for advising on local, regional and national matters on behalf of the Council. The post holder may also participate in complex negotiations on behalf of the Authority.</li> <li>▪ Managing peaks and troughs in workload and demand at different stages of the financial year and commissioning cycle.</li> <li>▪ Ability to cope with high profile pressures of role – often having to present to senior officers and Members.</li> <li>▪ Prioritising differing stakeholder needs and, often conflicting, demands.</li> </ul>

	<ul style="list-style-type: none"> <li>Managing and driving service development initiatives whilst maintaining operational performance.</li> <li>The post holder is required to concentrate to produce reports and statistical information including financial information to present to Committees.</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	