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| **Profile Title:** | Assistant Director (Skills, Employment and Education) |  |
| **Reports to:** | Director  |
| **Employee Supervision:** | Up to 4 Employees | **Grade:** | 14 | **Profile Ref:** | 90504 |
| **Purpose of the Post** |
| This role will play a key role in the leadership of the Sheffield City Region activities across city region partners and stakeholders. To lead workstreams required in order for Sheffield City Region to substantially achieve growth. Specifically to ensure all associated SEP investments, within remit, are developed, delivered and implemented to deliver the associated KPIs and realise the benefits and results for the Sheffield City Region outlined in the SEP. To lead and manage a team of subject experts including direct team management and matrix management of wider partners. |
| **Responsibilities** |
| * Lead, direct and operationalise on the innovative development of service strategies, programmes, evidence based polices and plans, for the development and implementation of the SCR Strategic Economic Plan.
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| * To develop the SEP business plan for the policy area, meeting Local Enterprise Partnership (LEP) and Combined Authority (CA) requirements.
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| * To be the proactive, credible and authoritative voice on national and inter-national stages.
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| * To lead the presentation to and lobbying of senior Government figures and others. This includes developing the strategic narratives, evidence base and pitch to support negotiations of the SEP programme and devolution deals with Whitehall officials to ensure SCR remains at the forefront of localised delivery.
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| * To lead on the provision of all specialist advice and support for the SCR LEP, SCR CA, the Executive Board and (in the future, the Mayor) ensuring all decision making leaders and officials have timely and high quality information to support decision making at the level of SCR.
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| * To ensure the right supporting infrastructure and policies are in place to fully support the SCR Growth Plan, to realise its’ transformational impact on the SCR economy.
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| * To lead on the development of intra-city region investment policies and strategies, collaborating nationally and creating and seizing opportunities as appropriate.
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| * To ensure the linkages between policy areas are maximised to maintain the SCR LEP / CA position as a national innovator of national demonstrator programmes for businesses and residents.
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| * To have full operational and financial responsibility for all commissioned work in SCR, managing the deployment of considerable budgets effectively and according to appropriate procedures, ensuring the development of programme outcomes and funding methodologies eg payment by results to maximise results and value for money.
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| * To lead the development of and utilise and interpret complex local and national data, evidence and performance information, intelligence and national / international best practice to support the development of policy, strategies, tactical and commissioning plans including developing internal systems, research, knowledge management and customer relationship methodologies that are highly effective, efficient and compatible with, and complementary to, existing systems in partner organisations, particularly local authorities and government departments and agencies.
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| * To monitor performance and impact to continually improve programme design and service delivery, reporting on programme performance to influence and inform national system change and to develop a culture of continuous improvement.
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| * Proactively lead, influence and collaborate with councillors, businesses, Board Members and partnership agencies, at a senior level including other city regions, the private sector and Central Government in addition to key intermediaries (location and economic development consultants etc), ensuring that they collaborate in a shared vision for SCR.
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| * Preparing data, reports and papers as appropriate and to a high standard, suitable for wider audiences.
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| * Keep abreast of wider policy and business developments as well as maintain knowledge of local and national regulations, policies and procedures to enhance the SEP programme, to satisfy internal and external demands.
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| * Other tasks as directed by the Managing Director or Directors.
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| **Education and Training** | **Measure** | **Rank** |
| * A degree or equivalent qualification in a subject relevant to the role
 | A/C | E |
| * A Professional qualification or professional membership relevant to the role
 | A/C | E |
| * Recognised Project Management Qualification
 | A/C | D |
| **Relevant Experience** | **Measure** | **Rank** |
| * Significant experience of planning projects / programmes and initiatives.
 | A/I | E |
| * Substantial experience in relation to development of complex policies and programmes and experience of defining and delivering specific measurable results to affect national policy change, ensuring approaches provide a strong rationale for change.
 | A/I | E |
| * A track record of delivering challenging / multi-dimensional projects or initiatives to a successful conclusion ensuring continuous improvement and value for money
 | A/I | E |
| * Proven recent experience in programme / project management in a client-focused environment, i.e. experience of “running something” successfully and with an objective / commercial focus, delivering measurable results and achievement of successful outcomes for business.
 | A/I | E |
| * Experience of working with internal and external stakeholders, working with/influencing central government, demonstrating commercial acumen and an understanding of how business decisions are made at Board and operational level.
 | A/I | E |
| * Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis.
 | A/I | E |
| * Experience of successful leadership of multiple teams of professional officers, including managing wider project teams made up of a diverse breadth of stakeholders to create a ‘one team’ atmosphere, delivering common objectives.
 | A/I | E |
| * Experience of budget management, of budgets from a diverse range of sources including ESIF, managing financial reporting and performance.
 | A/I | D |
| **General and Special Knowledge** | **Measure** | **Rank** |
| * Substantial knowledge of relevant local and national strategies, policies and legislation
 | A/I | E |
| * Knowledge of commercial and public sector processes.
 | A/I | E |
| * Working knowledge of public procurement requirements, including driving value for money and service improvement through procurement.
 | A/I | E |
| * Knowledge of the challenges faced in growing the Sheffield City Region economy.
 | A/I | D |
| * Project planning and monitoring approaches and systems.
 | A/I | E |
| **Skills and Abilities** | **Measure** | **Rank** |
| * Strong leadership ability in complex senior partnership environments (including directly with government Ministers and local authority leaders).
 | A/I | E |
| * Credibility with national partners/ stakeholders on policy and programme related issues.
 | A/I | E |
| * Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders. Particularly the ability to cut through complexity to give advice to decision makers.
 | A/I | E |
| * A positive influencer, facilitating partnerships in reaching agreement on contentious issues and reduce discord through proactive management and brokering.
 | A/I | E |
| * Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision.
 | A/I | E |
| * Strong analytical skills applied to carrying out research and developing evidence based strategies, policies and procedures.
 | A/I | E |
| * Skilled in picking up new areas of work and rapidly make a valued contribution.
 | A/I | E |
| * Financial and commercial awareness.
 | A/I | E |
| **Additional Requirements** | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Executive Team.
 | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post.
 | A/I | E |
| * Work in accordance with the values and behaviours of both the LEP and the SCR Combined Authority.
 | I | E |
| * Able to undertake any travel in connection with the post.
 | A/I | E |
| **Specific Portfolio** |
| Skills | * SCR Skills Vision & Commissioning plan
* Devolution Adult Education Budget commissioning
* Skills Bank commissioner and client relationship manager
* Area Based Review (ABR) implementation inc curriculum review
* Capital programme commissioning
* Apprenticeship programme
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| Employment | * Work and health programme co-design
* Employment pilot for long term unemployed
* Work and health unit Pilot
* DWP / Local Integration Board leads
* ESIF employment programme commissioning and client relationship manager
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| Education | * Careers and Labour Market
* SCR Enterprise Advisor Pilot
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| Governance | * Skills, Employment and Education Executive Board
* ABR Implementation Board
* SCR Skills Advisory Board
* National AEB Localisation Board
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