



JOB DESCRIPTION

Role	Assistant Director, Skills and Employment
Reports to	Executive Director Growth and Economy
Directorate	Economy & Growth
Grade; Current Salary Banding (04/23)	Hay Band 5 £88,703-107,971

Job Purpose

To stimulate, promote and enable economic growth through the improvement of human capital through skills, to reduce inequalities across our communities, as part of the effort to narrow the gaps in life expectancy and income between places. To provide system leadership, ensuring that skills supply is aligned to skills demand in the Combined Authority area.

Key Responsibilities

- To provide the strategic direction for the development of skills provision within Cambridgeshire and Peterborough, ensuring that the Employment and Skills Strategy is implemented and embedded within the Skills System
- To provide system leadership across the skills landscape in Cambridgeshire and Peterborough, influencing key stakeholders and partners to work together for the benefit of the region.
- Design and put in place programmes to generate a measurable improvement in skills provision, to provide a workforce matched to business needs, delivering inclusive and greener growth.
- Target priority sectors that will achieve more inclusive and greener growth.
- Design and implement a whole skills system to create a pipeline of skilled people to satisfy business and public sector current and future skills requirements.
- To ensure all skills programmes are compliant and meet their KPIs
- To actively seek new sources of funding for more skills provision within the Combined Authority
- Support and progress the development of Peterborough University and make the CPCA delivery of the devolved Adult Education Budget, an exemplar nationally for economic and human capital impacts.
- To provide leadership and join partnership working on the work and health agenda.
- Ensure all skills programmes are compliant and performing, including but not limited to:
 - Adult education Budget
 - Multiply
 - Skills Bootcamps
 - Careers and Enterprise Company Contract
 - Skills Brokerage (currently Growth Works With Skills)
- Develop a comprehensive ask for skills and employment for the next phases of devolution deals and opportunities.
- Actively seek new sources of funding to wider the skills portfolio

Partnerships

Work in partnership, providing system leadership with business and the private sector, and with national and local public sector organisations to deliver the region's business and skills ambitions, including:

- Employers and representative groups in key sectors and clusters in the region and beyond.



- National Government - developing productive relationships that work for the region with national agencies and Whitehall departments.
- Universities, Colleges and other training and skills providers.

Core Director Responsibilities

- Lead the development of strategy, policy and planning for skills.
- Oversee delivery of key parts of the Combined Authority Delivery Plan – commissioning activity and/ or working with lead partners.
- Ensure adherence to Combined Authority’s Assurance Framework in all programmes and activity.
- Ensure appropriate management arrangements are in place for health and safety in accordance with the organisation’s policy, allowing it to meet legal obligations and demonstrate effective governance
- Ensure identification and compliance with EDI improvements/changes across all services and service delivery and give due regard to the requirements of the Public Sector Equality Duty when carrying out duties and functions/activities
- Deliver quality, consistent and value for money services through effective policy development, service, financial and business planning and robust performance management
- Lead a focused and high performing team, regularly reporting on outcomes, outputs and delivery.
- Act as an ambassador for the Combined Authority on appropriate internal and external bodies and at relevant committees and meetings.
- Provide direct support to the Mayor, Combined Authority Board and Business Board Directors.
- Attend meetings and executive groups providing effective operational and strategic input to decision making, and delivering any outputs and outcomes that are delegated from them.
- Empower teams to work within a risk management and governance framework that sets out evidence-based decision making parameters (including financial) and the organisations appetite for risk
- Ensure effective deployment of resources to drive strategic initiatives and encourage innovation of service delivery methods and improvements.

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.

Person Specification

Leadership Behaviours

- Expansive, creative business thinker – thinks outside ‘tried and tested’ models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- Strong political awareness – able to assimilate and navigate political contexts with skill
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement



Qualifications and Knowledge

- Business strategy and planning to deliver growth
- Creating products and services to support businesses across different sectors and clusters
- Demonstrable track record of negotiating financial and commercial contracts
- Knowledge of strategic business and employment regulations, national policies and professional best practice
- Understanding of the region's business community would be desirable
- Degree level or equivalent experience

Experience

- Successful track record at senior management level within an organisation of comparable scope and complexity
- Proven track record in the formulation and delivery of strategies and policies in an organisation of comparable scope and complexity
- Proven track record and demonstrable credibility in developing strong, productive partnerships and relationships
- Significant experience and demonstrable success in delivering growth
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.
- Understanding of key local government politics, political structures and culture