



JOB DESCRIPTION

Role	Skills Development Lead
Reports to	Assistant Director Skills & Employment
Directorates	Economy & Growth
Department	Skills & Employment
Salary Banding	NJC 14 (£53,895 – 59,516)

Job Purpose

To provide strategic and operational leadership across targeted programs while working with key partners and stakeholders within the skills ecosystem to deliver the region's growth and skills ambitions.

Key Responsibilities

- Lead on the development, commissioning, and delivery of a range of targeted interventions and programs that are focused on increasing skills levels, economic activity, and employment, including but not limited to:
 - Adult Skills Fund
 - Tailored Learning Fund
 - Adult Skills Innovation Fund
 - Skills Bootcamps
 - Free Courses for Jobs (L3 funding)
 - FE Cold Spots – Skills Capital Programmes
 - Other projects and programs focused on skills & employment
- Provide strategic and operational management across delegated programs, working with and influencing key stakeholders and partners to benefit the region.
- Design and implement programs/commissioning opportunities linked to priority and underpinning sectors that generate a measurable improvement in skills and employment.
- Lead regional skills capital projects with key partners and the Department for Education.
- Lead the Skills Innovation Fund to develop innovative practices for future growth and development across the FE and skills sector.
- Work strategically to use skills and employment as a driver for tackling skills mismatches, economic inactivity, and inequalities.
- Work closely with business, trade, and inward investment colleagues to align regional skills delivery with emerging developments and growth opportunities.



- Work closely with the Employment & Careers Lead to ensure regional alignment of skills to various employment and careers interventions.
- Manage corresponding budgets and resources. Ensure all programs comply with funding rules and regulations and that KPIs are met and reported on.
- Lead contract management protocols, ensuring all contract and grant holders are supported, enabled to be successful, and managed regarding performance and innovation.
- Ensure robust quality assurance measures are in place that are evaluative and measure impact.
- Lead a continuous improvement program addressing underperforming services, interventions, and delivery partners.
- Lead a 'celebrating success' and 'sharing best practices' program across the skills ecosystem, both internally and externally.
- Lead the development and implementation of funding rules and regulations attached to skills funding streams. Work in a collegiate way across the FE sector, engaging and co-producing with partners and stakeholders at all times.
- Responsible for creating and implementing adult skills Policy in collaboration with wider stakeholders.
- Work with key stakeholders and partners at a regional and national level to ensure the devolution of adult skills across the region is considered best in class and can demonstrate innovation in public funds.
- Actively seek and secure new funding sources to drive continuous growth across the region.
- Work with the Assistant Director for Skills and Employment to develop an ongoing dialogue with the National Government about deeper devolution.

Partnerships

- Work in partnership across the skills and employment ecosystem to develop and deliver the region's employment and skills ambitions, including:
 - Employers and representative groups
 - Skills providers, including Schools, FE, ITPs, HE, etc
 - CPCA Boards and Committees
 - Department for Work and Pensions and Job Centre Plus
 - Department for Education
 - Careers and Enterprise Company
 - Chambers of Commerce
 - Trade Unions
 - Research/Development Organisations
 - Employment Services
 - National, regional, and local coaching and business support providers
 - City, District, Borough & County Councils
 - Econ Development Teams/Associations
 - Integrated Care/Public Health
 - Police and Crime Commissioner
 - Sector Associations
 - Industry Training Boards



- Local community organisations/VCS and third-sector

Core Responsibilities

- Lead the operational delivery of programs of work within the role's remit.
- Manage commissioning activity in partnership with the Skills Operations & Programme Lead and colleagues in legal and procurement teams.
- Lead contract management activities for all commissioned/grant funded activities. This includes contract performance management and managing over and under-performance.
- Be a single point of contact for FE Colleges and other learning providers across the region regarding skills strategy, skills commissioning, and skills development.
- Represent the Authority in emerging DfE policy development such as Technical Excellence Colleges.
- Make the necessary day-to-day decisions to manage programs that align with contractual requirements effectively.
- Ensure all programs and activities adhere to the Combined Authority's Single Assurance Framework.
- Deputise for the Assistant Director Skills and Employment where appropriate.
- Actively participate in the Skills Board and Skills Committee.
- Prepare and present briefing reports and papers that clearly articulate the subject matter and propose recommendations based on solid evidence.
- Establish, implement, monitor, and develop appropriate data requirements and flows to ensure program performance, monitoring, and evaluation.
- Lead a focused, high-performing team, reporting on impact, outcomes, outputs, and delivery.
- Ensure all reporting to external funders and bodies is produced to a high standard and on time.
- Represent the Combined Authority at appropriate external and internal bodies, committees, and meetings, providing effective operational and strategic input to decision-making and delivering any delegated outputs.
- Empower teams to work within a risk management and governance framework that sets out evidence-based decision-making parameters (including financial) and the organisation's appetite for risk.
- Ensure effective deployment of resources to drive programs of work and encourage innovation of service delivery and continuous improvement.
- Ensure appropriate management arrangements are in place for health and safety in accordance with the organisation's policy.
- 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 high-quality, compliant, and value-for-money services through effective policy development, financial and business planning, and robust performance management.
- In addition to the above areas of responsibility, the position may require the undertaking of any other reasonable duties relating to the broad scope of the position.



Person Specification

QUALIFICATIONS & KNOWLEDGE

- Successful track record of managing and delivering scale projects which cross organisation and service boundaries
- Significant knowledge of post-16 skills funding and delivery
- Significant knowledge of adult and community learning
- Successful track record of commissioning adult skills provision.
- Expertise in effective outcome-based performance reporting at a strategic level
- Strategic and political awareness
- Excellent understanding of the regional and national skills agenda
- Significant ability to be an Ambassador for the Combined Authority in the region and nationally for skills
- Good knowledge of various external funding requirements, including reporting and appraisal systems
- Degree level or equivalent standard of general education

EXPERIENCE

- Successful track record at Senior Management level within an organisation of comparable scope and complexity within the further education sector.
- Proven track record of developing and delivering projects and managing commissioned services in an organisation of comparable scope and complexity
- Significant experience and understanding of Adult Skills funding methodology as well as experience of writing funding rules and regulations.
- Significant experience in managing compliance and quality assurance within an FE or skills setting.
- Ability to manage budgets and project funds
- Direct experience within Further Education, the Lifelong Learning Sector and/or the general skills and employment ecosystem.
- Proven track record and demonstrable credibility in developing solid and productive partnerships and relationships with various stakeholders at all levels.
- Prior experience in managing sub-contracts and managing a continuous improvement process where underperformance is identified.
- Understanding of key local government politics, political structures and culture.

BEHAVIOURS

- Excellent communicator
- Excellent collaborator with the skills to convene and influence
- Credible ambassador for the FE and Skills sector
- Highly adaptable to changing circumstances and demands
- Motivated – driven by personal and organisational achievement
- Flexible with the ability to be agile and responsive