



## Job Description

<b>Job Title:</b>	Delivery Manager (Place-based Development) - Skills
<b>Directorate/Team:</b>	Employment, Skills, Health and Communities
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Senior Delivery Manager – Skills Delivery
<b>Responsible for:</b>	5
<b>Key working relationships:</b> (internal)	Delivery Manager – Funding Allocations, Quality Manager (Quality & Standards), Delivery Manager (Operations) - Skills, Projects and Programmes Team, Skills Delivery Officers
<b>Key working relationships:</b> (external)	Grant Providers (Colleges, Local Authority), Local Authority Employment and Skills and other units within LA, DWP, VCSE organisations, MSAs Employment and Skills teams

## Purpose of the Post

*Manage and develop strong relationships with colleges, adult education services, local authority employment and skills teams, government departments (DWP) and VCSE to ensure effective collaboration, ensuring achievement of the employment and skills ambitions outlined in the West Midlands Growth Plan (WMGP), along with the outcomes and outputs indicators specified in the Integrated Settlement Outcomes Framework.*

## Accountabilities

*The performance management of Grant Providers to maximise the impact of skills and education, focusing on resident progression into higher level learning, into employment, or in-work progression aligned to the West Midlands Growth Plan. Using data and insights you will drive continuous improvement in the achievement of outcomes and outputs listed in the Integrated Settlement Outcomes Framework.*

*Effective partnership work with Local Authorities and other stakeholders such as DWP to ensure geographical and sectoral sufficiency of skills programmes delivered by Grant Providers.*

## Responsibilities

### Strategic

- Provide strategic management and support to the monitoring of grant providers, ensuring the effective and impactful delivery of Adult Skills funded programmes delivered across the West Midlands.
- Lead the co-design and co-commissioning of contracts for services in collaboration with Local Authorities employment and skills teams, in line with the WMGP, the WMCA Employment and Skills Strategy and local strategic plans, such as the Local Authority Place-based Strategy or Council Plan, ensuring provision is responsive to local needs and priorities.

### People

- Carry out effective performance management of staff and demonstrates understanding of policies related to pay, capability, disciplinary matters and grievances.
- Plan activities and use of staff resources effectively.
- Participate in workforce planning and training needs assessments.
- Recognise and celebrate effective practices and share learning to improve practice across the service.

<ul style="list-style-type: none"> <li>Understand and manage the talent requirements for the services within the post's remit, contributing to development needs analysis. Promote and encourage a culture where people focus on continually develop themselves and others to deliver improvement and career satisfaction.</li> </ul>
<b>Operational</b>
<ul style="list-style-type: none"> <li>To support contract monitoring, relationship management, programme compliance and project implementation of adult skills programmes.</li> <li>Review and advise on the approval of funding allocations for grant providers, ensuring delivery is aligned to the priorities of the WMGP, as well as outcomes and outputs set out in the WMCA Integrated Settlement outcomes framework.</li> <li>Lead the monthly creation of the Place-based Report for each Local Authority, supported by the Assistant Delivery Managers – Place-based Development.</li> </ul>
<b>Financial</b>
<ul style="list-style-type: none"> <li>Work closely with the finance business partner to ensure effective delivery of ca. £150m in skills funding annually.</li> <li>Maximise the utilisation of funding by identifying new areas of delivery aligned with the WMGP, local priorities and LMI data</li> <li>Have oversight of each grant provider's financial performance and contract spend against financial profiles and be able to present this data in a timely and concise way to senior managers and internal strategic stakeholders</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>Build and manage effective relationships with key strategic delivery providers to achieve regional ambitions such as the WMGP and the WMCA Employment and Skills Strategy.</li> <li>Develop consistent communication and coordinated approach to provision in collaboration with stakeholders including local authorities, FE colleges, HE institutions, adult education, community organisations and voluntary sector organisations.</li> <li>Lead and support the Assistant Delivery Manager – Place-based Development to ensure effective performance management and monitoring of grant providers – particularly where there are concerns over ability to delivery outcomes, outputs and/or allocations. And act as an escalation point to the relevant internal stakeholders.</li> <li>Oversee external communication with delivery providers, key stakeholders, and the wider project team, to include the internal comms team.</li> <li>The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Experience of a contract management, performance management and/or compliance role	X		X	X	
Experience of working effectively with stakeholders to influence opinion, strengthen collaboration, achieve and communicate shared goals	X		X	X	
Experience of working in the post-16 skills and employability and other government funding processes, documentation and submitting funding	X		X	X	X
Skills / Knowledge	E	D	A	I	T

Knowledge of government funding streams, including skills, employment, and economy areas.	X		X	X	
High level numeracy skills including budgeting, data analysis, calculations and trends.	X		X		X
Strong attention to detail, including observational, analytical, and organisational skills.	X		X		X
Able to effectively communicate with both internal and external customers	X		X		
Intermediate excel skills including formula understanding and ability to create and manage workbooks and sheets	X		X		X
Advanced proficiency in other MS Office applications, including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity.	X		X		
Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential.	X		X		
Delivery focus with ability to work to tight deadlines.	X		X		
Can exhibit the core values of the WMCA.	X		X		
An understanding of claim processes and management, including financial and performance monitoring aspects.	X		X	X	
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
A relevant degree or equivalent experience	X		X		
A management qualification or equivalent experience		X	X		
Occupationally relevant membership		X	X		

**Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.

	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	‘One Organisation’ Mindset	Believe in each other’s expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input checked="" type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference