



Job Description

Job Title:	Senior Delivery Manager – Higher Level Skills
Directorate/Team:	Employment, Skills, Health and Communities
Location:	16 Summer Lane or other WMCA site/location (<i>state other location here</i>)
Responsible to:	Interim Director of Employment & Skills
Responsible for:	Up to 5
Key working relationships: (internal)	WMCA functional teams across employment, skills, health and communities, business partners including finance, legal and procurement and governance and oversight groups
Key working relationships: (external)	Skills England, Department for Education, local authorities, providers including colleges, universities, independent training providers and community led organisations. The post holder will also work with West Midlands Growth Company, Business Growth West Midlands and employer representative bodies and wider skills stakeholder group including sector bodies and high growth clusters.

Purpose of the Post

The West Midlands economy is shifting towards a higher-skilled labour market, with most future growth concentrated in roles requiring qualifications at Level 3 and above. WMCA's Growth Plan and Integrated Settlement devolved powers recognise this shift and provide a platform to shape a more responsive, inclusive, and forward-looking skills system.

This role will lead WMCA's higher-level skills agenda, ensuring our system and investments support inclusive economic growth, increase attainment at Level 3+, and deliver a coherent regional response to emerging labour market needs, particularly in high-growth and foundation sectors.

You will act as a strategic lead and system convener, maximising WMCA's position as a regional anchor to influence policy, align provision, and drive innovation in higher technical and professional education across post-16 institutions

Accountabilities

- Lead WMCA's strategy and delivery for higher-level skills (Level 3+), including Level 4–5 technical education and progression into higher education and good work.
- Drive system-wide alignment between colleges, universities, providers, and employers to meet regional economic and productivity needs.
- Commission, curate new curriculum offers and oversee programmes that address regional gaps in higher-level provision and tackle systemic barriers to participation.
- Champion the role of higher-level skills in delivering WMCA priorities and lay the foundations to build/develop and higher level skills ecosystem to meet the needs of residents and business supporting inclusive growth.

Responsibilities

Strategic

- Develop and implement the WMCA Higher-Level Skills Strategy in line with WMCA's Functional Strategy for Adult Skills and Employment Support.

- Influence regional and national policy and funding approaches for higher-level skills through representation on regional, national groups including Mayoral Strategic Authorities, Mayoral Combined Authorities, sector bodies and government departments inc. Skills England.
- Leverage employer foresight and intelligence on regional skills demands and future trends to shape agile responses across the skills system to respond to opportunities for residents and business, including working closely with the West Midland Growth Company and future economic delivery vehicle for the region on inward investment, cluster leadership and business support on current and future demand. including setting scope jointly of the Local Skills Improvement Plan in partnership with the designated employer responsive body, and West Midlands Growth Company.
- Work with providers to co-design and scale pathways from Level 3 into Level 4+, particularly linked to key clusters (e.g. clean tech, advanced manufacturing, digital, health and care), and transferable technical skills including leadership and management to support the response to the Growth Plan and Investment Zone priorities. Work with employers and employer representative bodies to understand current and future high level skills needs and formulate systems-based responses.
- Leverage national programmes and investment into the region to support longer term economic growth e.g. apprenticeship levy transfer, lifelong learning entitlement, employer-investment.

People

- Lead a team with a function of employer-facing skills and training to provide pathways into jobs and workforce development
- Manage relationships with stakeholders across the skills system.
- Collaborate with colleagues across the directorate to share knowledge and drive innovation.
- Support provider and employer partnerships to design impactful skills programmes.

Operational

- Design and commission skills programmes targeting resident and employer needs.
- Maintain a sharp focus on Level 3 delivery to bridge to Level 4+ related to WM Growth Plan and Integrated Settlement Outcomes/outputs.
- Manage relationships with key stakeholders including Employer Representative Bodies, Business Growth West Midlands and West Midlands Growth Company to ensure skills offers are integrated into wider business engagement activity leading to increase in the uptake of skills interventions amongst employers.
- Develop metrics and reporting mechanisms to evaluate efficiency, effectiveness, and impact of programmes.
- Work jointly through the Local Skills Improvement Plan with the designated employer representative body and Skills England to identify opportunities to build system response to demographic and skills needs of employers.

Financial

- Develop and manage commissioning budgets and procurement activity.
- Ensure value for money through targeted use of WMCA funds.
- Maximise investment from employers and government through co-investment and funding streams.

Other

- Support the WMCA Joint Oversight Board through thematic engagement on future skills.
- Encourage employer uptake of lifelong learning entitlements.
- Contribute to the wider ambitions of the Employment, Skills, Health and Communities directorate.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A	I	T
Experience					

Significant experience of working at a senior level within skills settings with an interface with employers on workforce development	X		X		
Extensive experience of convening and negotiating with stakeholders at a senior level to achieve positive outcomes	X		X		
Specific experience of the design, implementation and management of skills solutions.	X		X		
Experience working within, a Government Agency or a similar complex organisation		X	X		
Experience of publicly funded skills investment programmes	x		x		
Skills / Knowledge	E	D	A	I	T
A strategic thinker who can interpret Corporate Aims or Vision and translate into practical actions to remove obstacles and deliver required outcomes	X		X	X	
Excellent communication, presentation, negotiation and influencing skills	X			X	
Can act as a Subject Matter Expert with regard to skills development through an employer lens	X		X	X	
A strong desire to deliver interventions that will positively change people's lives in the region	X			X	
Knowledge of how government funding streams work and are evaluated		X	X		
Ability to negotiate with stakeholders at a senior level to agree shared outcomes	X		X	X	
An understanding of engagement techniques to support programme development address skills needs		x	x	x	
Qualification / Education / Training	E	D	A	I	T
Degree in a relevant subject or equivalent professional experience	X		X		

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

Core Expectations	
Health, Safety & Wellbeing	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.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	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.		
Value	Competency	Behaviour

Collaborative	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 type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference