

ROLE PROFILE

Post Title: Assistant Delivery Manager – Place-based Development

Directorate: Employment, Skills, Health and Communities

Reports to: Delivery Manager – Skills Operations

Delivery Manager – Skills Outcomes

Direct Reports: 2

Role Summary

To manage development of a caseload of learning organisations, ensuring effective delivery of Skills Funding Programmes delivered across the West Midlands. The role will ensure high standards of delivery by providing guidance, advice, and support on all aspects of Skills Funding Programme management and leading thematic projects, including elements of relationship management, contract management and programme compliance.

This role requires a proactive and strategic approach to developing Learning Organisations, place-based collaboration with local authorities, and driving performance to achieve local priorities in skills development. This role will play a critical role in supporting Learning Organisations to deliver effective skills programmes that meet the needs of the community and contribute to overall economic and social development.

What will you be doing?

Place-based Leadership

- Lead relationships with specific Local Authorities to understand their role within the employment and skills ecosystem, building place-based relationships with key stakeholders and co-ordinating efforts to align Skills Funded programmes with wider departments to maximise benefits for residents.
- Gather insights and observations to produce reports and briefings. Share learnings with wider team members and the Directorate at all levels.
- Co-locate at the local authority premises for a minimum of one day per week in addition to office day(s) at Summer Lane.
- Support, develop and lead on thematic, place-based projects, and act as a champion for operational implementation of key projects linked to new strategies and single settlement.

Provider Development:

- Work with a caseload of Learning Organisations by providing guidance and support to enhance their skills funded programmes to align with local priorities and meet the specific needs of the community.
- Monitor the performance of Learning Organisations in delivering skills funded programmes and assess the impact of interventions on achieving local priorities. Using data and feedback to evaluate effectiveness and make recommendations for improvement.
- Strategic thinking to proactively Identify opportunities for innovation and continuous improvement. Assisting Delivery Managers to develop strategies to address challenges and drive performance improvement across Learning Organisations to maximise the impact of skills programmes.
- Promote knowledge sharing and best practices among Learning Organisations to enhance their capacity to deliver high-quality skills programmes.
- Regular (weekly) onsite attendance at Learning Organisation premises and other venues as required.

Contract Management:

- Delivery of systems and process that ensure our provider network are performing within their contracts and supported to continuously improve their delivery.
- Build and manage effective relationships to monitor and support the performance of a caseload of Learning Organisations.
- Ensure that Skills Funding Programmes are delivered according to programme specifications, funding regulations and eligibility criteria to avoid irregularities and grant clawback.
- Compile and present performance information and assist with advice and insights on performance management arrangements.
- Manage overall performance monitoring arrangements, including monitoring delivery against delivery plans, monitor key performance indicators (KPIs) and advising on flexibilities to the delivery plan to respond to WMCA priorities and strategies.
- Follow compliance management and risk management processes that including risk identification, assessment, mitigation, and monitoring.

- Proactively identify risks to address potential issues before they escalate, and monitor the execution of any action plans, escalating to the Compliance and Risk teams where deeper compliance audits are required.
- 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.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable(D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Experience of a contract management, performance management and/or compliance role.	x		x	x	
Experience of working effectively with stakeholders to achieve and communicate shared goals	x		x	x	
Experience of submitting funding claims.	x		x	x	x
Skills/Knowledge/Abilities	E	D	App	Int	Other
Strong knowledge of Skills Funding Programme funding delivery and compliance.	x		x	x	
Ability to draft and present reports and briefings to a high standard for varied audiences	x		x		
Strong networking and partnership building skills	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		x
Strong analytical and problem-solving skills.	x		x	x	
Strong Excel skills and proficiency in other MS Office applications including the ability to write and edit reports and presentations,	x		x	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	x		x	x	
Qualifications/ Professional Memberships	E	D	App*	Int**	Other***
Minimum Level 3 qualification or equivalent experience.	x		x		
Evidence of ongoing professional development and a commitment to undertake further training and development.	x		x		

* Application

** Interview

*** Details will be shared at interview

