

Job Description

Post Title: Senior Delivery Manager – Higher Level Skills

Directorate: Employment, Skills, Health and Communities

Reports to: Head of Employer Services

Direct Reports: 0

Salary Band: SP48 - 52

Key Relationships:

Role Purpose

Through our Plan for Growth, we have recognised that over the next decade or so, most employment growth in the WMCA area will be concentrated in high-skilled jobs. To respond, and capitalising on our new devolved powers as part of single settlement, we have set out in Employment and Skills Strategy our ambition to build levels of attainment supporting long term inclusive growth benefiting residents and the economy.

As the Senior Delivery Manager for Higher Level Skills, you will act as the thematic lead on the development and implementation of our higher-level skills strategy covering research and analysis, stakeholder engagement, programme design and commissioning and delivery. In this role, you will be instrumental in taking forward our ambitions as part of our upskilling and reskilling pillar of the employment and skills strategy implementing a series of actions to increase attainment amongst residents and support economic growth.

The role will involve collaborating with wide range of stakeholders including employers, industry bodies, awarding organisations, government departments such as IfATE and DFE, skills providers including colleges, universities and independent training providers. Through this collaboration you will design skills offers to meet resident and economic need at a place level and across the region through sector plans leading to skill investment commissioning and delivery.

As part of your focus, you will ensure that the strategy meets the diverse needs of the current and future workforce and aligns with our ambitions set out in our Employment and Skills strategy and our Plan for Growth to create inclusive growth.

Responsibilities

- Take thematic responsibility and accountability as lead of the upskilling and reskilling pillar of the WMCA Employment and Skills strategy including commissioning, delivery and testing the impact of the skills offer supporting residents and businesses in the region.
- Engage with key stakeholders to gather input, insight and feedback in the design of high-quality skills programmes to meet needs of the current and future workforce with a particular focus on level 4 and 5 through a sector plan approach.
- Work with key government partners including IfATE and DFE on the development of higher-level qualifications and awarding organisations to develop the quality of the skills programme offer drawing on occupational maps to develop skills interventions.
- Collaborate with skills providers, including colleges, universities, and independent training providers, to ensure the delivery of high-quality, relevant training programmes. As part of this approach
- Focus on progression from established provision at level 3, and maintain a sharp focus on level 3 delivery to bridge the gap to level 4+ increasing levels of attainment of residents.
- Target specific skills challenges with employers to support improved productivity and growth especially amongst SME's e.g. contextualised leadership and management.
- Develop commissioning plans leading to procurement activity to source delivery capacity to support residents and employers using an outcomes framework to measure impact and wider WMCA governance framework.
- Manage relationships with key stakeholders including colleges, independent training providers, local authorities, universities as part of case load of activity.
- Lead the design of skills programmes to maximise people and skills outcomes aligned to Investment Zone and Plan for Growth.
- Utilise foresight techniques and scenario planning to anticipate future skills demands, industry demand and workforce trends to inform strategic decision-making in areas such as commissioning and careers education, advice and guidance.
- Identify gaps in capability and capacity in the existing skills ecosystem as part of our 'system leadership' ambition, using opportunities presented through collaborative working such as FE/HE to better connect the skills system.
- Establish mechanisms for monitoring, evaluating and reporting on the delivery expects of the strategy and its impact on residents and employers through a set of metrics forming part of outcomes framework.
- Work across the employment, skills, health and communities directorate and wider WMCA including economy to draw on subject matter expertise and transfer knowledge leading to innovation and increased take up of the WMCA skills, employment and health programme portfolio.
- Work with the thematic panel leading on future skills and economy supporting the work of the new Joint Oversight Board of the WMCA.
- Maximise our investment in our skills system at level 4 and above encouraging employers to upskill and reskill their workforce through WMCA targeted funding

yielding growth leading to jobs, the life-long learning entitlement and increasing employer investment in training.

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 working in the skills and education sector with experience of higher-level qualifications and training | X | | X | X | |
| Experience of working with senior leaders in public and private sector environments | X | | X | | |
| Experience of collegiate and collaborative style that engages with people at all levels and promotes positive relationships. | X | | X | X | |
| Proven experience in managing and monitoring performance effectively and setting clear objectives for review and delivery. | X | | X | X | |
| Demonstrable experience of working in a collaborative or partnership-based context. | X | | X | X | |
| Understanding of the political processes and experience of managing politically sensitive issues both at a strategic and local community level. | | X | X | | |
| Proven experience of providing clear, balanced advice and guidance on strategic issues. | X | | X | X | |
| Skills/Knowledge/Abilities | E | D | App | Int | Other |
| Knowledge of the post 16 technical and education skills eco-system | X | | X | | |
| Strong leader with flair, credibility and entrepreneurial vigour and a passion for promoting and supporting the objectives of the project | | X | | | |
| Ability to bring together employers and other stakeholders to drive change, shared ownership and practical delivery. | X | | | X | |
| Decisive and effective decision-maker who leads by example. | X | | | X | |

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|--|---|---|-----|-----|-------|
| Good ambassador, who can interact effectively with the media, public and private sector investors. | X | | X | X | |
| Ability to work in a pressurised environment and manage competing priorities whilst delivering on a broad range of projects and adapting to changing circumstances and priorities. | X | | | X | |
| Personal and professional demeanour / credibility which will command the confidence of key stakeholders, staff, the local community, public and private sector partners and fosters a positive reputation for the project. | X | | X | X | |
| Qualifications/ Professional Memberships | E | D | App | Int | Other |
| Degree qualification and/or relevant management experience | X | | X | | |

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

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 Focused | 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. |

Health and Safety

All employees have a duty to take reasonable care for the health and safety 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 and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To 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.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis