



## Job Description

<b>Job Title:</b>	Assistant Delivery Manager – Place-based Development
<b>Directorate/Team:</b>	Employment, Skills, Health and Communities
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Delivery Manager – Place-based Development
<b>Responsible for:</b>	
<b>Key working relationships:</b> (internal)	Teams across the WMCA e.g. Financial, Procurement, Legal.
<b>Key working relationships:</b> (external)	Local Authorities, DFE, DWP, Government Agencies, Voluntary Sector Organisations, FE Providers.

## Purpose of the Post

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.

## Accountabilities

The postholder is accountable for managing and developing a caseload of Learning Organisations to ensure the effective, compliant and high-quality delivery of Skills Funding Programmes across the West Midlands. This includes providing guidance and support to drive performance improvement, maintaining strong relationships with providers and local authorities to enable place-based delivery, and ensuring programmes align with funding requirements and local priorities. The role is also accountable for monitoring performance and risk, leading thematic and place-based projects, and contributing to positive economic and social outcomes by ensuring skills provision meets the needs of communities and the regional economy.

## Responsibilities

### Strategic

- 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.
- 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.
- 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.

<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>People</b>
<ul style="list-style-type: none"> <li>Promote knowledge sharing and best practices among Learning Organisations to enhance their capacity to deliver high-quality skills programmes.</li> <li>Build and manage effective relationships to monitor and support the performance of a caseload of Learning Organisations.</li> </ul>
<b>Operational</b>
<ul style="list-style-type: none"> <li>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</li> <li>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.</li> <li>Regular (weekly) onsite attendance at Learning Organisation premises and other venues as required.</li> <li>Delivery of systems and process that ensure our provider network are performing within their contracts and supported to continuously improve their delivery.</li> <li>Compile and present performance information and assist with advice and insights on performance management arrangements.</li> <li>Follow compliance management and risk management processes that including risk identification, assessment, mitigation, and monitoring.</li> </ul>
<b>Financial</b>
<ul style="list-style-type: none"> <li>Ensure that Skills Funding Programmes are delivered according to programme specifications, funding regulations and eligibility criteria to avoid irregularities and grant clawback</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.</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 achieve and communicate shared goals.	X		X	X	
Experience of submitting funding claims.	x		X	X	X
Skills / Knowledge	E	D	A*	I*	T*
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		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	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, formatting charts and graphs, managing calendars and scheduling activity.	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			
An understanding of claim processes and management	X	X	X		
Can exhibit the core values of the WMCA.	X	X			
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
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		

**\*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.		
Value	Competency	Behaviour
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'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	JEP Reference	Grade	Job Family