



Job Description

Post Title: Head of Insight & Intelligence

Directorate: Employment, Skills, Health and Communities

Reports to: Executive Director – Employment, Skills, Health and Communities

Direct Reports: 0- 6

Salary Band:

Key Relationships: Heads of Service both within Directorate and across the WMCA, Local Authorities, West Midlands colleges, Central Government Departments, Independent training providers, Combined Authority National Network, and a variety of stakeholders in the Third Sector.

Role Purpose

WMCA is committed to building a healthier, happier, better connected and more prosperous West Midlands. This is our vision. Our Values are central to how we work and interact with our wider partners and stakeholders. We encourage our colleagues to

Be Collaborative, Be Innovative, Be Driven and Be Inclusive.

As Head of Insight and Intelligence you will play a pivotal role in providing the evidence to support the decision making of the wider directorate. Establishing the facts and insight required to develop and then put into practice programmes that support the economic growth of the West Midlands.

In this role and using our ambitious **Employment and Skills Strategy** to underpin your decisions, you will work across an extensive range of stakeholders including a range of training providers including colleges, local authorities, independent training providers and universities, ensuring high quality outputs and outcomes are evidenced.

Building on the activity already in place, you will lead a team through significant change and transformation in line with the evolving delivery models of the WMCA. In your approach, whilst focused on residents' outcomes you will also consider the impact of skills delivery to engage and support business in both accessing and investing in the WMCA skills system, to support improved productivity and growth in line with the sectoral needs of businesses across the WMCA.

The role will support the Executive Director of Employment, Skills, Health and Communities by providing leading edge thought leadership, and developing evidence-based innovative approaches and plans to tackle challenges and optimising opportunities across these policy areas.

The role holder should be able to identify and develop activity that optimises the resources available within the region, as well as influencing national policy and stakeholders to maximise benefit for the region. They will be a professional in the skills and economy sector bringing a breadth of experience and a demonstrable ability to identify options and solutions.

What will you be doing?

Insight and Intelligence gathering

- Lead the insight and data teams in providing a robust evidence base to inform policy development and implementation, understand programme performance, and evidence impact.
- Provide data, research, and insight to support the development of policy and programmes across the directorate, and to shape the national policy context in which we operate.
- Lead the evaluation of current and planned policies and interventions across labour market, skills, health and communities, with a view to identifying gaps and enhancements that can drive operational delivery for WMCA and partners.
- Lead the development and evaluation of new programmes and funding streams, to deliver positive impact for the region and articulate outcomes achieved.

Performance Management and Evaluation

- *Provide full oversight of performance management and impact reporting within the EHSC Directorate and wider WMCA performance management against annual plans.*
- *Develop approaches and tools such as theories of change, logic models, social value measurement and cost-benefits analysis to ensure that solutions have met their intended impact.*
- Write robust and accurate approval papers that effectively summarise complex data and information to support governance and approvals processes and dashboard development.
- *Foster strong relationships across the WMCA and with external experts to continuously refine and enhance innovative best practice performance management strategies."*

Stakeholder Management and Engagement

- Lead on developing regional responses to employment and skills issues, working with senior officials across DfE, DWP and wider government departments to inform and shape national policies and lead proposals to government to inform change.

- Act as a representative of WMCA to a range of external stakeholders, including government, academics, think tanks, charities and professional bodies. Lead on Directorate engagement with universities.
- Engage national strategic partners including MCA's, DfE, DWP and other government agencies, chairing panels and attending boards as required.
- Lead engagement and consultation with local and regional stakeholders including colleagues, partners and members of the public.
- Keep up to date with social, political, and economic developments. Brief colleagues and stakeholders on these, identifying challenges and opportunities for the region and for the CA. Act as a point of contact, and work with Strategy team, to inform wider WMCA strategy and policy on economy, skills, health, and communities.
- Keep up to date with national policy developments, identifying opportunities for WMCA involvement.
- Work with public affairs, campaigns, and press colleagues as appropriate to communicate the value and impact of WMCA activity and support engagement and delivery.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>	Assessment Method				
	E	D	App*	Int**	Other***
Experience					
Evidence of providing leading edge systems leadership in the skills and/or economy sector	X		X	X	X
Evidence of experience identifying data sources, research and insight to support the development of policy and programmes	X		X	X	X
Experience of designing and evaluating programmes and funding streams, to deliver impact.	X		X	X	
Broad range of experience of engaging with and influencing a wide range of stakeholders, including senior officials and government ministers	X		X	X	
Strong influencing capability and a track record of working in matrix teams internally and externally to the organisation	X		X	X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Able to demonstrate a combination of strategic thinking, and operational knowledge applied in the labour market, skills and/or education sector. A competent knowledge of economic policy.	X		X	X	X
Good knowledge and understanding of the employment support landscape, as well as DWP policies and regimes	X		X	X	
A strong communicator in writing and verbally, able to develop business cases, policy proposals and papers at	X		X	X	X

senior manager level, also to lead and facilitate cross-partner responses					
Data literate with excellent analytical and digital skills, highly competent with the use and management of data and information to determine the best approaches.	X		X	X	
Mentoring and coaching mindset and an ambition for team members to thrive and develop.	X		X		
Excellent interpersonal skills, able to confidently persuade and inform key senior stakeholders	X		X	X	X
Ability to prioritise and meet tight deadlines	X		X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Level 4 or above qualification in a relevant field.	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