



## Job Description

<b>Job Title:</b>	Head of Employment Support and Careers
<b>Directorate/Team:</b>	Employment, Skills, Health and Communities
<b>Location:</b>	16 Summer Lane or other WMCA site/location ( <i>state other location here</i> )
<b>Responsible to:</b>	Director Employment & Skills
<b>Responsible for:</b>	Up to 5 Senior Managers
<b>Key working relationships:</b> (internal)	WMCA functional teams including Programme Assurance, Finance, Legal, Approval and Strategic Boards
<b>Key working relationships:</b> (external)	Local Authorities and stakeholder forums within the WMCA, partner organisations including Department for Work & Pensions / Department for Education / Careers and Enterprise Company. The role would work with Colleges, Training Providers and the Voluntary and Community Sector, alongside wider evaluative and Think Tank organisations.

## Purpose of the Post

To provide leadership for the development of an effective Employment Support and Careers eco-system to ensure positive labour market outcomes for West Midlands residents, including increased employment, reduced economic inactivity, improved job quality and progression particularly in sectors experiencing high labour demand. To work with key strategic partners at a senior level to effectively align and enhance the regional Employment Support offer building on the Employment Support Framework to ensure new opportunities enhance the regional offer. This would be complimented through designing, developing and embedding an All-Age Careers strategy for the region that maximises the opportunities for West Midlands residents to progress into sustainable employment.

The focus of the role will be to bring coherence across a wide range of stakeholders and partners to deliver employment support and careers solutions that are sustainable, aligned to the mayor's youth plan, wider government policy and are deployed across the region to better connect West Midlands residents with employment and training opportunities.

The role will also focus on ensuring targeted support is available for under-represented groups and disadvantaged groups, including place-based, co-designed employment support models.

There will be a key focus on how the WMCA's approach to Employment Support aligns with our West Midlands Get Britain Working Plans and WMCA priority areas, including Jobs for Everyone.

The role will work as part of the Senior Leadership team within the Authority and acting as an ambassador for the Authority in the wider market.

## Accountabilities

To be accountable for the Integrated Employment Support pillar of the Integrated Settlement including the DWP funded Connect to Work Project. This includes the design, implementation, delivery and evaluation of employment support interventions.

To effectively manage resources and key budget lines ensuring the deployment of grant funding in line with the timescales and parameters of the various devolved funds managed by WMCA. This would include accountability for the CEC funded Career Hubs, DWP funded Youth Trailblazer and contribution to the Mayors Youth Plan.

The role will seek to drive innovation in the Employment Support and Careers area, seeking new ways to respond effectively to the changing labour market. Working with government departments, sector champions and experts to secure additional funding opportunities to test and learn new approaches to engaging, developing and connecting residents with employer opportunities. This role will be key to securing new funding for the Employment Support pillar as part of the integrated settlement.

Through the integrated settlement, act as the subject matter expert on the development of employment support pillar, ensuring all funded interventions demonstrate impact and value for money.

Managing resources and spending are in line with agreed budgets, monitored and assured in line with WMCA policy and procedure.

Accountable for Digital Inclusion element of the WMCA's Digital Roadmap, including the facilitation of WMCA's Digital Coalition.

Acting as a key conduit for WMCA partners, convening, understanding and aligning activity to create better outcomes for our residents.

To represent WMCA on strategic boards and thematic panels i.e. Local Authority Employment and Skills Boards.

## Responsibilities

### Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and Employment, Skills, Health and Communities function
- Ensuring the effective design, implementation and delivery of all WMCA funded Employment Support and Careers activity across the West Midlands ensuring the achievement of desired outcomes
- The role will ensure employment support and careers strategy is informed by robust and timely labour market intelligence (LMI), working in collaboration with WMCA Insight and Intelligence function to ensure alignment with current and future labour demand, along with place-based priorities.
- Raising and enhancing the reputation of WMCA with partners, stakeholders and within the wider marketplace.
- Working with government departments at a senior level to create more opportunities for West Midlands and ensuring that the West Midlands is cited as a key area to trial new government initiatives
- Ensuring risk is understood and well managed, leading on the continual improvement of the relevant processes such as the Single Assessment Framework and ensuring compliance with the WMCA Constitution, and sound financial, legal and commercial principles.
- Supporting the corporate aims and objectives of the WMCA business plan.

### People

- **Leading and managing several specialist teams including Careers, Employment Support.**
- Managing individuals' performance, setting clear responsibilities and objectives and undertaking regular reviews to assess and support your team members. Providing coaching, mentoring or other types of support as required.
- Building strong collaborative relationships with strategic partners, delivery partners and key internal and external stakeholders, including active collaboration across the employment and skills eco-system – colleges, ITPs, DWP, Job Centuries, Local Authorities, community organisations and employers – to deliver coherent and integrated pathways for residents into sustainable employment and career progression.
- Leading on the relationship with Local Authority Employment and Skills leads, DWP both locally and nationally and other strategic partners.
- Providing senior level engagement and expert strategic advice both across the directorate and across the wider WMCA
- Representing the Directorate and the WMCA as necessary.

<ul style="list-style-type: none"> <li>Coaching of the team to advise on the best approach to complex situations including strategic design, implementation, stakeholder management and under performance</li> </ul>
<b>Operational</b>
<ul style="list-style-type: none"> <li>Accountability for driving performance across all Employment Support and Careers interventions within WMCA, this includes Connect to Work and the CEC funded Careers Hubs</li> <li>To work with government departments including DWP, DfE and DSIT at a senior level to develop key partnerships and innovations that could directly support West Midlands residents.</li> <li>To work with senior Local Authority partners and other key stakeholders to develop a strategic response to place-based problems that may impact West Midlands residents engaging with employment and training opportunities.</li> <li>To have oversight on Quality across the directorate managing a team that seek to support our provider base and key partners in responding more effectively to funding opportunities</li> <li>To effectively work with internal stakeholders, across the directorate to develop better outcomes for our residents.</li> <li>To lead on WMCA's Digital Inclusion Agenda, leading on key Local Authority partnerships, and the overarching Digital Coalition to develop better outcomes</li> <li>To work across the WMCA directorates – including, housing, transport and economic development to ensure employment support is integrated into wider place-shaping and inclusive growth.</li> </ul>
<b>Financial</b>
<ul style="list-style-type: none"> <li>Setting and monitoring the Employment Support and Careers Hub budgets</li> <li>Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities</li> <li>Working with Finance colleagues and Senior Delivery Manager to ensure spend is accurately recorded, forecast and profiled.</li> <li>Working with Finance and Strategy teams to secure additional funds and resourcing where required.</li> <li>Supporting the development of effective financial reporting processes to ensure robust management audit and risk controls are met.</li> <li>Aware of the financial risks in a project, and to liaise with financial lead to minimise risk</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>Represent the WMCA in a professional manner.</li> <li>Deputising for the Director as required.</li> <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
Significant experience of working at a senior level within Employment Support and Careers environment.	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 employment support solutions.	X		X		
Experience working within, a Government Agency or a similar complex organisation		X	X		
Experience of Working with devolved funding across multiple geographies	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 both Careers and Employment Support	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 Quality processes and Quality impact		x	x	x	
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
Degree in a relevant subject or equivalent professional experience	X		X		

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

<b>Core Expectations</b>	
<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.

<b>Values</b>		
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.		
<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
<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.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

<b>Additional Post Requirements</b>			
<b>Essential Car User</b>	<b>Politically Restricted Post</b>	<b>Disclosure and Barring Service (DBS)</b>	<b>Vetting</b>

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"/>
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Job Evaluation Details			
Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference