

Job Description

Post Title:	Delivery Manager – Provider Partnerships
Directorate:	Economic Development, Skills and Communities
Reports to:	Head of Skills Development
Direct Reports:	N/A
Salary Band:	SP44-48 (£56,171 - £62,974)

Role Purpose

The role will be responsible for developing the skills offer across the skills delivery provider base to respond to skills needs of residents and employers to support resident progression, improved productivity, and economic growth.

Working across the Economy, Skills and Communities (ESC) directorate, you will engage the skills provider base through the production of sector plans and data insight to provide progression pathways into work and/or retraining upskilling leading to demonstrable impact.

Responsibilities

- Use insight to inform the development of sector plans providing a range of pathways across the resident demographic into good jobs
- Identify gaps in skills portfolio and develop an offer to respond to key priorities such as the WMCA's plan for growth
- Work across provider types including independent training providers, colleges, local authorities, universities and the voluntary community sector to develop a skills offer delivering positive outcomes for residents and employers.
- Support the provider base to translate priorities and inform curriculum development.
- Collaborate with key stakeholders including sector representatives, career service intermediaries, local authorities and others to co-design/co-create training offers to provide pathways into good jobs across all skills levels
- Support the development and implementation of the WMCA skills provider strategy
- Create and lead on a schedule of provider development days to share data insight, skills programme and policy development, and foster collaboration to support improved outcomes for resident and employers.
- Apply supply chain thinking to assess capacity and capability of current provider base and registered dynamic purchasing system (providers) to meet current and future skills need.
- Lead on market warming activity to support new procurement opportunities against procurement pipeline to support market readiness to respond to opportunities and stimulate interest
- Identify and influence new providers to join the dynamic purchasing system in order to meet regional skills requirements.
- Collaborate with VCS organisations to help develop a distinct USP to support greater engagement with funding opportunities.

- Advise directorate colleagues on route to market using insight and intelligence to inform most appropriate solution to secure skills provision.
- Identify and support relationships with a wide range of local and regional stakeholders whose work is aligned with ours, including public, private, voluntary and community sector players - building trust and shaping opportunities for collaboration.
- Identify exceptional provider practices nationally with view to incorporating across WMCA geography.
- Build and manage external provider relationships for the directorate, as well as partnership networks to identify and capitalise on skills demands.
- Supporting the Directorate on the delivery and project management of key provider events.
- Support the ongoing development and implementation of the quality assurance framework for skills provision.

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 developing extensive stakeholder networks, ideally in one or more of the following fields: employment and skills, health and wellbeing, business support	E		*		
Experience of partnership working and influencing a diverse range of stakeholders	E		*	**	
Experience of planning and delivering activities that engage and empower citizens and their wider communities particularly around public policy-making and public service delivery	E		*		
Experience of public relations, public affairs, event management, strategic communications would be desirable		D	*		
A public sector background working in economy, insights, skills, education or employment support		D	*		
Skills/Knowledge/Abilities	E	D	App	Int	Other
Political awareness and a keen interest in current affairs	E		*		
Excellent interpersonal skills, able to confidently persuade and inform key senior stakeholders and build collaborative partnerships around mutual goals	E			**	
Excellent communication skills, both written and verbal, with a good understanding of using web and social media for public relations and stakeholder relations purposes and strong experience of facilitating effective meetings and events	E		*	**	***
Excellent organisational skills and an ability to work under pressure, able to deal with and prioritise differing demands	E		*	**	***
Ability to work effectively as part of a fast-paced team but also able to work under your own initiative, stepping up and leading when needed and taking decisions effectively	E		*	**	
Strong analytical skills with a high attention to detail	E			**	***
Ability to work flexibly, often outside normal working hours		D		**	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Minimum Level 3 qualification	E		*		
Evidence of ongoing professional development and a commitment to undertake further training and development.	E		*		

* 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