

ROLE PROFILE

Post Title: Delivery Manager – Allocations Management

Directorate: Employment, Skills, Health and Communities

Reports to: Senior Delivery Manager – Skills Programmes

Direct Reports: 0

Role Summary:

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**.

The WMCA has secured single settlement powers as part of its trail blazer devolution deal. This will enable the WMCA to invest funding in skills across four pillars of activity to deliver the ambitions set out in our Employment and Skills Strategy.

As the Delivery Manager – Allocations Management, you will play a crucial role in optimising the performance of our skills investment (ca. £164m) deployed across the region and delivered by colleges, local authority adult education services, independent training providers, universities and the voluntary community sector.

Working closely with the Senior Delivery Manager – Skills Programmes, delivery teams and corporate services your primary focus will be on financial performance analysis to ensure efficient allocation of funds and maximisation of outputs and outcomes. While not directly involved in contract management, your responsibilities will encompass a comprehensive overview of delivery and financial metrics to inform commissioning through grant and competition.

What will you be doing?

- **Financial Performance Analysis:** conduct thorough analysis of financial performance across the pillars of the employment and skills strategy, identifying over/underperformance from delivery partners against delivery plans to propose reallocation strategies.
- **Strategic Fund Allocation:** under the guidance of the Senior Delivery Manager, collaborate with thematic leads and delivery managers to understand project objectives and milestones to support commissioning activity either by grant or procurement. Make proposals to allocate funds strategically through a commissioning approach to optimise overall performance and achieve outputs and outcomes as set out in the outcomes framework.

- **Performance Metrics Monitoring:** Establish key performance indicators (KPIs) and milestones for financial performance evaluation at both an aggregated and thematic level to maximise funding. Regularly monitor and assess at a single pot, thematic level and supply chain against established metrics.
- **Data-Driven Decision Making:** Utilise data analytics tools to derive insights and inform decisions related to fund allocations. Provide data-driven recommendations for improving overall efficiency against the employment and skills strategy.
Working in close collaboration with Insight and Performance Manager, identify emerging and long-standing needs within Local Authority boundaries for specific groups of the population to inform investment decision and ensure KPIs remain relevant and up to date.
- **Communication and Collaboration:** Maintain open communication channels with thematic leads, delivery managers and corporate services. Collaborate cross-functionally to ensure alignment between financial strategies and employment and skills strategy. Engage with externally with supply chain partners to support delivery and maximise investment.
- **Risk Assessment and Mitigation:** Identify potential risks to financial performance and propose interventions through action plans and appropriate mitigations. Stay informed about industry trends and potential external factors impacting delivery.
- **Reporting:** Generate regular reports outlining the financial performance of supply chain partners. Maintain accurate documentation of allocation decisions and reasoning.
- **Continuous Improvement:** Continuously evaluate and refine allocation strategies based on performance feedback. Seek opportunities for process improvement to enhance overall financial efficiency.

The Role Holder:

Behaviours	Essential	Desirable	How Assessed (Application/Interview/Assessment)
Be collaborative through working with a range of stakeholders to achieve one goal	X		I
Be driven to deliver an outstanding service to communities and employers through the delivery outcomes and impact	X		I/A
Experience	Essential	Desirable	How Assessed
Experience of the post 16 funding system including study programmes, adult learning to include bootcamps and apprenticeships	X		I/A
Experience in financial analysis and strategic fund allocation	X		I/A
Relevant experience of working with a range of stakeholders at	X		I/A

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an operational level to make things happen would be essential with demonstration of positivity, curiosity and the ability to work in challenging circumstances.			
Familiarity with supply chain dynamics and project management.	X		I/A
Ability to develop relationships both internally and externally leading to improved outputs and outcomes	X		I/A
Strong analytical and research skills with the ability to use evidence to support proposals.	X		A
Ability to translate strategy to operational delivery	X		I
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 WMCA	X		I
Acts in a collegiate and collaborative style that engages with people at all levels and promotes positive relationships.	X		I/A
Skills/Knowledge/Abilities	Essential	Desirable	How Assessed
An effective communicator with the ability to communicate complex ideas to different audiences and in a variety of formats	X		I/A
Sound knowledge of a variety of skills programmes and initiatives such as; SWAP, Restart, Level 3 skills entitlements, AEB programmes, apprenticeships and apprenticeship levy	X		I
Demonstrable knowledge of the West Midlands economic and political landscape	X		I
Experience of working at senior levels within organisations.			A

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Proven ability to solve complex problems and identify innovative solutions that go beyond your immediate sphere of influence		X	I
Experience with working with stakeholders such as DFE (ESFA), DWP and multiple provider types	X		A/I
Strong influencing and negotiation skills	X		A/I
Qualifications/ Professional Memberships	Essential	Desirable	How Assessed
A relevant degree, management qualification or equivalent		X	A
Occupationally relevant membership e.g. CIPD		X	A

Core Expectations:

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

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