

Job Description

Lancashire Skills and Employment Hub Manager

Service:	Business Growth	Team:	Lancashire Skills and Employment Hub
Location:	County Hall, Fishergate. Preston, Lancashire, PR1 8XJ		
Salary:	£48,684 - £52,811	Grade:	12
Reports to:	Director – Lancashire Skills and Employment Hub		

Job Purpose

The Lancashire Skills and Employment Hub (Skills Hub) is a strategic body driving skills and employment priorities across Lancashire, working to the Lancashire Skills and Employment Advisory Panel. The Skills Hub and the Panel work pan-Lancashire, reporting to the Lancashire Enterprise Partnership (LEP) board and the lead members and CEOs of Lancashire County Council, Blackburn with Darwen and Blackpool unitary authorities and the twelve district councils.

The Skills Hub is responsible for the development and implementation of the Lancashire Skills and Employment Strategic Framework, working with employers, providers and stakeholders across the area. The strategic framework has four key themes: Future Workforce, Inclusive Workforce, Skilled and Productive Workforce, and taking an Informed Approach. The Lancashire Skills and Employment Strategic Framework aims to build a talent pipeline aligned with the needs of the economy, boost the skills of our people to enhance productivity and drive an inclusive workforce.

As a senior manager in a professional service area, the Skills Hub Manager will be responsible for co-ordinating/managing multiple related projects, activities and staff, balancing a range of workstreams to ensure the objectives within the Lancashire Skills and Employment Strategic Framework are met, as well as supporting the development of Lancashire skills and employment policies and strategy in the medium to long term, taking into account local and national labour market intelligence and government policy.

Scope of Work

The post holder will have considerable scope for day-to-day operational decision making and will be expected to manage existing and new resource within the service. The post holder will lead and motivate the Skills Hub team, effectively engage and gain buy-in from employers, providers and stakeholders and resolve complex problems across a range of internal and external partners.

The post holder will also have a significant role in supporting the development of skills, employment and economic strategy and policy, service improvement and compliance regarding government funds.

Accountabilities/Responsibilities

The post holder will:

- Lead on short and medium term planning, translating the aims and objectives of local and national skills and employment strategy and policy into Skills Hub team plans
- Support the development of Lancashire skills and employment policies and strategy in the medium to longer term, taking into account local and national labour market intelligence and government policy
- Represent the Skills Hub at groups/boards/partnerships/events to engage others in the delivery of skills and employment strategy and policy, raise the profile of the Skills Hub and influence employers, providers and stakeholders
- Interpret and analyse complex management and financial information to review progress towards team objectives and effectively manage and utilise Skills Hub budgets

- Lead on identifying and delivering change within the Skills Hub and with internal and external partners to ensure continuous improvement. This includes scoping and leading existing and new projects and activities
- Proactively maintain an in depth understanding of government skills and employment strategy and policy, translating implications locally for employers, providers and stakeholders, and reviewing and amending local strategy and policy accordingly
- Review and prioritise the use of resources and take an entrepreneurial approach, identifying and securing new opportunities and funding, such as government trailblazers and pilots and other sources of funds
- Lead on Skills Hub marketing and communications, including the promotion and engagement of employers and partners in the Lancashire Skills Pledge
- Develop, manage and motivate the Skills Hub team to aspire to high standards of work and behaviour, by providing ongoing coaching and undertaking training needs analysis
- Build and develop partnerships and relationships with local authority members and senior officers, employers, education and learning providers and the voluntary and community sector to ensure the Skills Hub develops relevant strategy and policy and delivers services were applicable in line with changing priorities and needs.

Skills, Knowledge and Experience

- Knowledge and professional experience likely to be 6-8 year post qualification or equivalent
- Experience of managing and developing people from diverse backgrounds
- Ability to build relationships with internal and external partners and stakeholders and decisively influence at senior levels, and engage others in the delivery of objectives
- Excellent understanding of government policy regarding skills and employment and ability to translate policy into localised evidence-based strategies and plans

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification Lancashire Skills and Employment Hub Manager

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Requirements	Essential (E) or Desirable (D)
Qualifications:	
Professional and/or academic level qualification or equivalent at Level 6 or above or substantial vocational experience in a relevant technical, specialised or operational field	E
Experience:	
Experience at a management level, including managing complex operations/functions/services and developing high performing employees	E
Experience of interpreting government policy and translating policy to the local skills and employment landscape, including the development of evidence-based strategies, policies and plans	E
Proven ability to influence and develop joint objectives with stakeholders and senior decision makers, and collaboratively achieve those objectives through effective relationship management	E
Track record in the development of operational plans and successful service and/or project delivery against budgets and targets	E
Track record in the securing of external funds	D
Knowledge and skills:	
Ability to build relationships and influence, develop and motivate at senior levels, internally and externally	E
Effective communication, both verbal and written, and networking skills with a wide range of staff and external stakeholders.	E
Ability to plan and organise a range of complex activities and prioritise effectively.	E
Strong analytical and problem-solving skills.	E
Strong project and change management skills.	E
A good level of digital skills including Microsoft Office (e.g. Teams, Excel, Outlook), and the ability to post and schedule posts on social media.	E
Other:	
Commitment to equality and diversity	E
Commitment to health and safety.	E
Display the LCC values and behaviours at all times and actively promote them in others.	E
This is an essential car user post <i>You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive</i>	E