

## Employability & Post 16 Lead (Technical Specialist-Tier 4)

<b>Directorate:</b>	Communities Education Service Delivery
<b>Accountable to:</b>	Tier 3 Service Manager – Education Service Delivery
<b>Accountable for:</b>	Contributory responsibility of approx. £1.2
<b>Politically restricted post</b>	Yes
<b>Safeguarding:</b>	This role requires working with Children or Vulnerable Adults a Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.
<b>Grade</b>	Hay F

### Context

You will play an active and important role as part of our service team working with Delivery Leads or Lead Commissioners to deliver our organisational provision and outcomes.

As the technical specialist you will provide a high level of expertise in your professional discipline. You will design and shape solutions to support the successful achievement of the service delivery plans and commissioning intentions.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

### Key purpose of the post:

- Develop strong and effective partnerships with Post -16 providers.
- Lead on Post-16 participation in education, employment and training.

### Specific role assignment

<b>Subject Area responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead on employability &amp; post-16 education &amp; skills provision across the Council.</li> <li>• Ensure the Council's statutory duties relating to post 16 participation in education, employment or training are fulfilled.</li> <li>• Contract manage the 'provision of tracking and supporting the participation of 16-18 (up to 25 with an EHCP/Care Leavers) year olds into education, employment or training'.</li> <li>• Produce a strategic overview of Post-16 provision available across Warwickshire including analysis of needs and identification of gaps in provision.</li> <li>• Form an action plan to address and resolve gaps in provision.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work in partnership with a range of LA officers and stakeholders</li> <li>• Develop strategies to ensure young people with an EHCP can participate fully in Post-16 provision and progress to achieve positive outcomes e.g. Supported Internships and employment.</li> <li>• Ensure provision is delivered within the constraints of the SEND High Needs funding allocation.</li> <li>• Work in partnership with officers in Economy &amp; Skills to deliver the Council's 'Skills for Employment' programme.</li> <li>• Participate in key development projects or initiatives relating to Post-16 education/training and skills.</li> <li>• Lead on Higher Education/Level 4 participation and progression opportunities (e.g. Think Higher, NCOP)</li> <li>• Provide leadership and advice on issues relating to Post-16 education and training.</li> <li>• Understanding of the role of Ofsted and other regulative bodies in relation to Skills and Employment.</li> <li>• Any other duties and responsibilities within the range of the salary grade.</li> </ul>
<b>Statutory responsibilities (if applicable)</b>	<ul style="list-style-type: none"> <li>• Duties in relation to Post-16 participation in education, employment and training.</li> </ul>
<b>Specific experience</b>	<ul style="list-style-type: none"> <li>• Successful track record of working in the Post-16 sector.</li> <li>• Experience of strategic review and planning.</li> <li>• Working and engaging with a range of partners, for example senior leaders in education, training provider settings, third sector organisation and businesses.</li> <li>• Experience of managing budgets.</li> <li>• Experience of managing contracts.</li> <li>• Experience of commissioning services.</li> <li>• Responding to internal and external financial and organisational pressures.</li> <li>• Experience of interpreting a range of data.</li> </ul>
<b>Specific qualifications/and registration</b>	Degree level qualification in a relevant discipline

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<b>FTE responsibility (line management)</b>	Not applicable
<b>Key stakeholder relationships</b>	<ul style="list-style-type: none"> <li>- Schools, academies, colleges, HEIs</li> <li>- Coventry and Warwick Local Enterprise Partnership (CWLEP)</li> <li>- JCP</li> <li>- Careers and Enterprise Company</li> <li>- Coventry City Council</li> </ul>

- An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice.
- Evening and weekend work may be required.

### Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> <li>• Identification and design of solutions to meet business requirements for the service(s)</li> <li>• Contribute to short term (1 year) strategies and plans to meet demand for the service(s)</li> <li>• Use of insight, best practice and research to achieve service outcomes</li> </ul>

- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
- Contribute to the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.
- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> <li>• Focus on new ideas, improvement and innovation</li> <li>• Problem solver</li> </ul>

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- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Support the shaping of long-term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> <li>• Relationship development and management</li> <li>• Influence and shapes the market</li> <li>• Thought leader</li> <li>• Collaborative working</li> </ul>

- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

Generic Capability	Descriptor
Finance & Commercial	<ul style="list-style-type: none"> <li>• Effective budget setting and monitoring</li> <li>• Contract negotiation and commercial partnership management</li> <li>• Quality monitoring and measurement</li> <li>• Oversight of contract set up, establishment and ongoing monitoring</li> </ul>

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take appropriate action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks

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- Support the Delivery Manager in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

### WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

### Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

### Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

## Employability & Post 16 Lead (Technical Specialist-Tier 4)

**Strategy...** the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...** the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...** the process for meeting need at an individual level or to a specific group



**Delivery...** providing services to our customers

