

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

| | | | |
|-----------------------|--|------|-------|
| Job Title: | Business Skills Support Advisor | JEID | M0618 |
| Salary Grade: | J | | |
| Team: | Economy and Skills | | |
| Service Area: | Communities | | |
| Primary Location: | Barrack Street, Warwick | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Lead Commissioner (Employability & Skills) | | |
| Responsible for: | | | |

Role Purpose

To provide specialist advice and support to businesses to help them locate, grow and prosper within Warwickshire. The post will play a key role in enabling Warwickshire to be seen as a business friendly location, with the best environment to help businesses grow. In particular, the role will focus on:

- Engaging and working with businesses within Warwickshire to understand and help develop their skills plans, identifying how Warwickshire County Council, education providers and our partners can help support them on their growth journey.
- Providing specialist access to skills resources and support, particularly around supporting growth-orientated businesses to access localised training and funding.
- Supporting investment into the county, and helping shape and inform skills support policy and provision across Warwickshire based on business intelligence and feedback.

Role Responsibilities

- To undertake pro-active outreach and engagement with businesses to understand their skills plans and support them to achieve their growth potential within Warwickshire.
- Maintain relationships with companies to track impacts, explore further support and keep them strategically engaged with the County Council.
- Maintain a high level of specialist knowledge with regards the skills provision in county, and skills support programmes available to businesses.

- Provide detailed support to businesses to help them develop their skills plans, giving assistance where needed and appropriate, and linking or signposting to education providers as required.
- To deliver the outputs required against the county skills support programmes, ensuring that activity is eligible and that the necessary evidence is compiled and retained.
- Develop and maintain strong relationships with key partners and education providers to keep abreast of current provision and support available, and to broker businesses into the best form of skills support available to meet their needs.
- Work with local partners to provide and promote an integrated and co-ordinated access to skills support for Warwickshire businesses.
- Act as an ambassador for Warwickshire to the business community, promoting the county as a great place to do business, and Warwickshire County Council as a local authority who actively helps and supports economic growth.
- Manage and co-ordinate the use of resources to undertake campaigns and support companies.
- Contribute to the development of the County Council's strategic approach to business skills support, identifying key priorities and potential gaps/ areas of market failure that need to be addressed.
- Develop and maintain effective records/information regarding business needs within Warwickshire to provide a stronger evidence base to inform future delivery/provision, monitoring interest and take-up of support by businesses.
- Work with partners, policy makers, business networks, sector networks, etc. to identify future business skills support need, and help develop appropriate local policy responses.
- To provide support to organising and hosting skills events, help develop resources strongly based on business intelligence gathered, linking to county and national policy.
- Deliver presentations/ attend workshops & events to promote and encourage business skills support and programmes which are accessible.
- To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities.
- To deputise for the Lead Commissioner (Employability & Skills as required).
- To undertake such other duties, training and/ or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

| | |
|--|-------|
| Degree in a relevant subject or significant experience (at least 5 years) within a relevant discipline | A / I |
| At least 3 years' senior experience of working in training or skills support. | A / I |

| | |
|---|-----------|
| Experience of working with companies at a senior level | A / I |
| Detailed understanding of skills issues for small and medium sized businesses, and opportunities for funding investment in skills development | A / I / P |
| Significant experience of training, apprenticeship and other relevant programmes and providing specialist advice to businesses | A / I / P |
| Ability to communicate confidently with senior managers and business owners, and develop strong and sustainable relationships | A / I |
| Strong stakeholder management skills, able to build and maintain lasting and effective relationships across private and public sector | A / I / P |
| Experience of attracting collaboration of investment through partnership working (either directly or for an external business/organisation) | A / I |
| A creative thinker, able to identify opportunities and solve problems | A / I |
| Experienced and able in the communication of information through press releases, newsletters, direct mail and modern media | A / I |
| A self-starter capable and willing to work with minimum supervision in teams and on his/ her own | A / I |
| Strong ability to present to senior officials, investors and funders | A / I / P |
| Experience of delivering presentations to a large audience | A / I / P |

Desirable Criteria

Assessed By:

| | |
|---|-------|
| Awareness and understanding of the current training and Skills landscape in the local area | A / I |
| Knowledge of funding opportunities for businesses in Warwickshire | A / I |
| Project management skills | A |
| Recognised qualification/ accreditation for the provision of business support or financial advice | A |

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The

purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

| | |
|---|---|
| <input checked="" type="checkbox"/> User of Display Screen Equipment (DSE) | |
| <input type="checkbox"/> Provision of personal care on a regular basis | <input type="checkbox"/> Driving HGV or LGV for work |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis | <input type="checkbox"/> Restricted postural change – prolonged sitting |
| <input type="checkbox"/> Lone working on a regular basis | <input type="checkbox"/> Restricted postural change – prolonged standing |
| <input type="checkbox"/> Night work | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input type="checkbox"/> Rotating shift work | <input type="checkbox"/> Manual cleaning/ domestic duties |
| <input type="checkbox"/> Working on/ or near a road | <input type="checkbox"/> Regular work outdoors |
| <input type="checkbox"/> Significant use of computers (display screen equipment) | <input type="checkbox"/> Work with vulnerable children or vulnerable adults |
| <input type="checkbox"/> Undertaking repetitive tasks | <input type="checkbox"/> Working with challenging behaviours |
| <input type="checkbox"/> Continual telephone use (call centres) | <input type="checkbox"/> Regular work with skin irritants/ allergens |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks | <input type="checkbox"/> Work with vibrating tools/ machinery |
| <input type="checkbox"/> Work involving food handling | <input type="checkbox"/> Work with waste, refuse |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids | <input type="checkbox"/> Face-to-face contact with members of the public |
| <input type="checkbox"/> Other (please specify): | |