

Technical Specialist - ACL Performance (Tier 4b)

Directorate:	Communities Education Service Delivery
Accountable to:	Tier 4a Delivery Lead ACL
Accountable for:	N/A
Politically restricted post	No
Safeguarding:	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.
Grade	L

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.

Specific role assignment

Subject Area responsibilities	<ul style="list-style-type: none">• Support the Delivery Lead to plan, manage and monitor the Adult Education Budget (AEB) and income generated budgets.• Comply with DfE/ESFA funding and performance management regulations.• Support, preparations of national data and performance returns to the ESFA/DfE.• Design, manage and further develop information systems to support the performance of the service• Research, analyse and produce data reports relating to all aspects of the service activity including audits and performance data analysis• Assist in the preparation of the Service Business Plan• Monitor and review contracts and SLAs to ensure the service is compliant with the Council's Contract Standing Orders.• Undertake agreed service wide responsibilities and
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	projects e.g. Health & Safety lead for the Service; liaison with Council and external venues regarding contract and H&S arrangements Maintain knowledge and expertise in Adult and Community Learning, including national and local priorities, new developments statutory and regulatory requirements.
Statutory responsibilities (if applicable)	N/A
Specific experience	<ul style="list-style-type: none"> • Financial experience, processing and preparing financial and business reports. • Collecting, collating, analysing and presenting complex statistical and financial information. • Providing training and guidance to others.
Specific qualifications/and registration	<ul style="list-style-type: none"> • Educated to degree level or equivalent
FTE responsibility (line management)	Not applicable
Key stakeholder relationships	<ul style="list-style-type: none"> • Local communities, in particular, community venues. • Adult Learners • Commissioners • Ofsted • ESFA • Other agencies i.e. awarding organisations

- 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, for example: being part of an evening duty rota.

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Generic capabilities of the role

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

- 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">• Focus on new ideas, improvement and innovation• Problem solver

- 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.

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

- 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"> Effective budget setting and monitoring Contract negotiation and commercial partnership management Quality monitoring and measurement Oversight of contract set up, establishment and ongoing monitoring

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

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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



Our Behaviours



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

