

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:	Programme Manager (Careers and Employability)	JEID	M0485
Salary Grade:	Grade L		
Team:	Employability 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:	Project Officers		

Role Purpose

To lead the design, development, commissioning, and management of careers and employment projects, programmes and initiatives that support economic growth.

To lead on specific programmes and to oversee delivery of the Council's Skills for employment and additional programmes for education and community support.

Role Responsibilities

To lead the design, development, commissioning, and management of careers and employment projects, programmes and initiatives that support economic growth.

To lead the design and development of new projects, programmes and initiatives that support education and employment providers to build relevant projects and programme which are relevant to economic growth, including the preparation of business cases and applications to external funders.

To lead on the creation and delivery of relevant strategic and programme delivery groups.

To lead on the commissioning of project and programme activity including reviewing and appraising proposals as well as negotiating and establishing contracts or funding agreements for service delivery in line with WCC procurement rules and Contract Standing Orders.

To manage the delivery and performance of careers and employment projects and programmes including the development of processes to capture and report on performance data and

frameworks to review and evaluate impact.

To work with the Lead Commissioner and other staff to develop and manage strategic relationships with key partners and stakeholders including education and employment providers.

To lead on operational relationships with delivery partners, grant recipients, suppliers, funders and other stakeholders.

To lead project or delivery teams of WCC staff, delivery partners and suppliers.

To work with the Lead Commissioner to oversee the work of Contract & Project Monitoring Officers and Project Officers in the team.

To lead on ensuring projects and programmes are delivered in accordance with funding requirements (e.g. external funding) and other statutory requirements and that projects or commissioned services deliver business needs.

To oversee the financial management of project and programme budgets in accordance with WCC rules and external funding requirements.

To lead the management of external audits from funding bodies, the Government Internal Audit Agency and other agencies including the collation of evidence (procurement, expenditure, outputs, publicity, etc).

To deputise for the Lead Commissioner and other team members when required.

To undertake any other duties and responsibilities within the range of the salary grade

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:

Significant experience of developing and managing large economic development or related programmes and projects.	A, I
Experience of leading and managing people in order to achieve results, including matrix management of staff working on projects from a range of different service areas/organisations.	A, I
Experience of developing programmes and projects in partnership with other	A, I

stakeholders.	
Experience of negotiating with and influencing partners, contractors, Government and other policy-makers, and funders.	A, I
Experience of policy development and evaluations of programmes and projects.	A, I
Knowledge of European, national, regional, sub-regional, and local policies relating to economic development and, in particular, the skills agenda	A, I
A good working knowledge of the principles of, and good practice in: - Project & programme management - Grant regimes and processes; - Financial management - Procurement and establishing contracts for service delivery.	A, I
Effective leadership and people management skills including an ability to lead a diverse project team of WCC staff, partners, grant recipients and contractors.	A, I
Effective networking and partnership skills including an ability to influence and negotiate outcomes, to develop new working relationships, and to work with others to achieve shared goals.	A, I
Effective communication and interpersonal skills including an ability to address a range of audiences including elected members, senior officers and managers, partners, and the general public in written, verbal and presentational styles.	A, I
Excellent ability to work on own initiative and organise, plan and programme work.	A, I
Well developed IT skills, including the use of Word, Excel and PowerPoint.	A

Desirable Criteria

Assessed By:

A degree or equivalent in a relevant discipline	A, I, D
Project management qualification such as PRINCE2 Practitioner or equivalent.	A, I, D
Experience / knowledge of the education, skills and employment agenda	A, I, D

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 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 checked="" 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):	