

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:	Funding Lead (Employability & Skills)	JEID	MO634
Salary Grade:	M		
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 work with the Lead Commissioner and other staff/ partners to identify new opportunities to support business & economic growth or to promote employability and skills.

To lead on shaping and informing Government, regional and sub-regional strategies, policies and funding programmes.

To lead on identifying and attracting external and other funding to support business and economic growth or to promote employability and skills.

To lead the design, development, commissioning, and management of projects, programmes and initiatives that support business and economic growth or promote employability and skills.

Role Responsibilities

To lead on the identification of new opportunities to support business & economic growth or to promote employability and skills.

To play a lead role in the development of a pipeline of project and other investment opportunities which support business & economic growth or promote employment and skills.

To work with the Lead Commissioner and other staff to develop and manage strategic relationships with external funders (MHCLG, BEIS, CWLEP, DWP, ESFA, Big Lottery etc), key partners and stakeholders.

To lead operational relationships with external funders, public/ private/ education sector partners and other stakeholders.

To represent WCC or the team/ service area on external funding groups, internal and external project or programme boards, and other partnership groups in order to maintain effective communication and co-ordination of activity.

To lead on the preparation or co-ordination of business cases and applications to external funders including liaising with project partners, securing match funding and negotiations with funders.

To lead on developing and submitting business cases for internal funding which support business and economic growth or promote employability and skills.

To lead project teams of WCC staff, delivery partners and (where appropriate) suppliers.

To work with Programme Managers and other staff 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 provide technical advice to other WCC managers or partners/ stakeholders on external funding including identifying potential funding opportunities for projects/ investments; advising on programme priorities, rules, requirements, and processes; and reviewing projects or applications against funding criteria including Government appraisal techniques.

To provide specialist advise to senior WCC managers (or partners/ stakeholders) on external funding opportunities and programmes.

To work with the Lead Commissioner to oversee the work of Project Officers and (where appropriate) other staff in the team.

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:

A degree or equivalent qualification, or equivalent work experience (at least five years).	A, I, D
Significant experience of business and economic growth OR employability and skills programmes.	A, I, D
A detailed knowledge of external funding programmes including their priorities, rules, requirements and processes.	A, I
Significant experience of working with Government and other funders and economic development agencies such as local enterprise partnerships, combined authorities, etc.	A, I
Significant experience of developing major projects and programmes including the preparation of business cases and a strong track record of submitting successful applications to a range of external funders.	A, I
Practical experience of Government investment appraisal techniques including HM Treasury Green Book and project or programme evaluation.	A, I
Significant experience of working collaboratively with public and private sector partners, at both senior and operational levels, to develop new projects and programmes.	A, I
Experience of working in a political environment and a high degree of political awareness.	A, I
Excellent project management skills including the ability to plan and organise work over the long-term, and a project management qualification such as PRINCE2.	A, I
An innovative and strategic thinker, with an ability to identify and explore new ways of looking at problems and to identify new opportunities.	A, I
Effective networking and partnership skills including an ability to influence and negotiate outcomes, work collaboratively with other organisations to achieve shared goals and develop new partnerships.	A, I
Excellent communication skills including an ability to address a range of audiences and circumstances – written, verbal and presentations.	A, I, P
Excellent ability to work on own initiative, manage priorities and meet deadlines.	A, I
Experience of leading and managing teams to achieve objectives and results.	A, I
Ability to lead and manage teams of WCC staff, partners and (where relevant) external suppliers.	A, I

Desirable Criteria

Assessed By:

Understanding of Warwickshire and the local economy.	A, I

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 checked="" type="checkbox"/> Other (please specify):	Lone travel to/ from meetings. Occasional attendance at meetings during

	the evenings including public meetings.
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