

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 (Adult Skills)	JEID	M0485
Salary Grade:	Grade L		
Team:	Adult Skills Team– Employability and Skills		
Service Area:	Communities		
Primary Location:	The Warwickshire Skills Hub, Eliot Park Innovation Centre		
Political Restriction	This position is not politically restricted.		
Responsible to:	Adult Skills - Team Manager		
Responsible for:			

Role Purpose

To lead on the implementation and delivery of the Adult Skills Fund across Warwickshire.

Working with Adult Skills Team and other key members of the Warwickshire Skills Hub, you will monitor outputs and effectiveness of the programme and other key responsibilities.

Role Responsibilities

To play a lead role in evaluating common needs and emerging themes, whilst working with the team to build solution-based support to ensure the programme remains relevant and meets the needs of those we support.

To effectively work alongside other Adult skills colleagues and suppliers to ensure the support is accessible and aligned to all other support activities.

To invest in understanding the skills and employment needs of Warwickshire, ensuring the Adult Skills programmes are visible and accessible to those who might benefit from the support the programme has to offer.

To lead in supporting supplier and providers to deliver programmes and initiatives which are relevant to the funding requirements of the programme, including the preparation of business cases and preparation of external procurement/commissioning activity.

To support the commissioning of Adult Skills 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 Adult Skills Programmes including the development of processes to capture and report on performance data and frameworks to review and evaluate impact.

To work with wider Warwickshire Skills Hub managers and other staff to develop and manage strategic relationships with key partners and stakeholders including Employment and Skills providers.

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

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

To lead in sharing the key priorities of delivery teams or programme staff, delivery partners and suppliers.

To work with the Adult Skills Team Manager to oversee the work of Contract & Project Monitoring Officers and Project Officers in the team.

To lead on ensuring Adult Skills 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 elements of the Adult Skills Fund in accordance with WCC rules and external funding requirements having a significant impact on the management of finances (circa £5 million) or responsibility for finances (Over £1 million).

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 Adult Skills Team Manager 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 skills 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 stakeholders.	A, I
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 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 support in leading 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.

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