

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Finance, Development & Business Services		Service Area: Inclusive Growth & Development – Economic Development	
JOB TITLE: Employment & Training Hub Manager			
GRADE:			
REPORTING TO: Economic Development Manager			
1.	JOB SUMMARY: To establish and manage the Employment and Training Hub which is delivered in partnership with internal services including Learning and Skills and Youth Direction, and external agencies such as DWP, other TV Local Authorities, training providers and Colleges. The Hub will deliver employment and training services to residents, recruitment services to employers of the Borough and work with stakeholders such training providers, contractors, and developers to maximise employment opportunities and boost the local economy.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To deliver an effective jobs brokerage service, apprenticeship support, business support, and coordinate a skills and training programme which helps residents and employees in the Borough to access job opportunities and ensure positive experiences and outcomes for both candidates and employers.	
	2.	To build an understanding of businesses’ skills and employment needs and workforce development priorities and use this insight to inform events and services offered to businesses.	
	3.	To deliver recruitment campaigns, researching a range of recruitment options and where appropriate, agreeing delivery plans with partners and employers, including a range of funding streams.	
	4.	To oversee business development activity, including business engagement and marketing to build effective business relationships.	
	5.	To work with the internal Communications and Marketing teams to produce a marketing plan to ensure the benefits and features of products and services are effectively communicated to businesses, candidates and partners to ensure that our offer is clear and concise and meets the needs of both the business and local community.	
	6.	To matrix manage/coordinate/oversee a team of officers from internal partners and staff from partner organisations, to ensure a collaborative approach, avoiding duplication.	

7.	To lead on the development of business plans, project proposals, and funding bids in support of the employment and training hub.
8.	To maintain an understanding of services delivered by partners and other organisations impacting skills and employment programmes within the borough.
9.	To develop and manage relationships with a range of key stakeholders, including the Tees Valley Combined Authority, other TV Local Authorities, businesses, training providers, regional and sub-regional partners
10	To take a lead and strategic role on working with and influencing where appropriate, Council services, partners and external agencies/organisations to deliver employment and skills opportunities and interventions
11	To have a sound knowledge of policies, powers and guidelines governing your work area and recognise and act upon external factors affecting employment and skills within the Borough
12	To take responsibility for the capture, interrogation and analysis of data and intelligence to inform service improvement & Council decision making
13	To prepare, present and communicate briefing papers and reports on matters affecting employment and skills to Management, Cabinet, committees and boards
14	To effectively manage and monitor relevant budgets in accordance with the Council's policies and procedures and generate additional funding support through the preparation of bids and applications
15	To manage contracts, staff, and budgets as may be required by the role.
16	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authority's health and safety rules and legislative requirements
17	To adopt, utilise and demonstrate Customer Service Excellence principles.
18	To undertake such other duties and responsibilities commensurate with the grading and nature of the post

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated May 2021



PERSON SPECIFICATION

Job Title/Grade	Employment & Training Hub Manager	
Directorate / Service Area	Finance, Development & Business Services	Inclusive Growth & Development – Economic Development
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to degree level and/or holder of a recognised professional or managerial qualification by examination or by substantial direct experience in the area of work.	- Demonstration of continuous professional development in leadership and management.	Application form
Experience	<ul style="list-style-type: none"> - Experience of coordinating a multi-agency service with the ability to deliver high quality outcomes within budget and to deadline. - Experience of working in a similar environment to deliver employment and training outcomes. - Experience of working in partnership with stakeholders to deliver services to businesses, residents and employees. 	<ul style="list-style-type: none"> - Experience of promoting positive cultural change. - Experience of implementing improvements to services and demonstrating outcomes. - Experience of preparing positive media messages. 	Application / Interview

	<ul style="list-style-type: none"> - Experience of providing relevant high-quality advice and guidance in relation to employment, skills and recruitment. - Experience of working in partnership with and influencing people within the Council, external agencies, third sector, developers and the community. 	<ul style="list-style-type: none"> - Experience of carrying out consultation involving Members of the Council, external agencies, businesses and the community. - Experience of leading and assisting in the preparation and submission of bids to national, international and local agencies and other sources to secure and maximise funds for projects. 	
Knowledge & Skills	<ul style="list-style-type: none"> - A good knowledge and understanding of the factors impacting on the local economy, job creation and the employability of residents. - Ability to understand the national and local policies and issues influencing the development and implementation of employment, employability and skills policy. - Ability to work flexibly and adapt to changing work priorities. - Familiarity with, and ability to meet, information technology requirements in Word, Excel, Power Point, the use of the Internet and client relationship management system. - Ability to capture and interpret relevant data and identify resulting necessary interventions - Significant knowledge of funding streams to support Employment and Training provision 	<ul style="list-style-type: none"> - Ability to manage a team of professional staff engaged in the particular service area for the Authority. - Ability to develop and implement service policies and strategies within a political environment. - Ability to demonstrate customer sensitivity and awareness. 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> - Demonstrate the Council's Behaviours which underpin the Culture Statement. - A pleasant and positive personality, with enthusiasm and the ability to inspire others. - The ability to communicate effectively both orally and in writing with a wide range of people or organisations. 		Application / Interview

	<ul style="list-style-type: none">- High personal standards and self-discipline in working to deadlines.- Ability to lead or work as part of a team.- Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.- The ability to benefit from training relevant to the post		
Other requirements	<p>Must be able to vary working hours to incorporate evening and weekend meetings as required</p> <p>Due to the frequent need for travel across the borough and the need to meet business targets, the need to drive a car is a requirement of this post</p>		

Person Specification dated May 2020