

Job Outline

Post:	Senior Manager (Pathways and Lifelong learning)
Location:	Highlands*
Hours:	Full time 35 hours per week
Duration:	Permanent
Cluster:	People
Grade:	Grade HC12 (Salary placing will normally be at the first point of the scale)
Contact:	Beth Brown – Quality Improvement Manager - Skills and Pathways Email – Beth.Brown@highland.gov.uk

*This post may be worked in hybrid model between home and office, dependant on service requirements.

Job Purpose:

- To lead and manage the Employability Pathways and Lifelong Learning, including day to day management of the teams and related functions (Employability Services and Community Learning and Development – Youth Work and Adult Learning).
- To develop and implement strategic and operational objectives in line with Council priorities and values.
- To undertake regular performance monitoring of the service area functions, including regular service planning, audit compliance and financial governance.
- To ensure that the Council is meeting its statutory duty as described in the Requirements for Community Learning and Development (Scotland) Regulations 2013.

Further Information

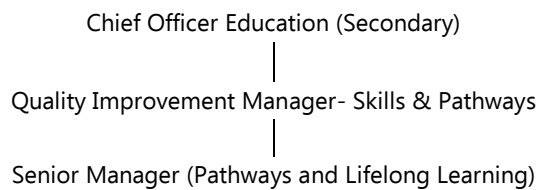
The People Cluster is one of the three Clusters in Highland Council. On 1st December 2024, the CLD function was transferred back into The Highland Council. This transition reflects the Council's commitment to aligning these services with our *My Highland Future* portfolio, which emphasises career pathways and lifelong learning.

This job role presents an exciting opportunity to lead and shape the integration of the Community Learning and Development (CLD) and Lifelong Learning function, and the Employability Service within the People Cluster, aligning these services with Developing the Young Workforce (DYW) to develop a system where the collective teams contribute to offering an 'all age, all stage' employability pipeline and lifelong learning.

The Highland Council is committed to its workforce and offers an excellent benefit package alongside a competitive salary with a generous holiday allowance and a genuine commitment to the wellbeing of our staff.

If you are interested in a fast-paced job role where leadership, creativity and excellent communication skills are paramount to success, and you believe you can bring innovation to develop the future workforce of the Highlands, then we want to hear from you.

STRUCTURE CHART



JOB DESCRIPTION – KEY DUTIES & RESPONSIBILITIES

- To provide strategic leadership for Highland Council in relation to delivery of Career Pathways development and Lifelong Learning opportunities, supporting the Council's approach to My Highland Future for the region.
- To be responsible for creating and developing an integrated team approach and identity, by working closely with team managers;
- Overall management of functions within this area of responsibility, including line management of staff in accordance with the Council's HR policies;
- To be the chair of relevant Improvement groups and other strategic planning forums, if required.
- To participate as part of the People Cluster Extended Management Team;
- To represent the Council locally and nationally ensuring effective joint working with other bodies.
- Management of the budget relating to area of responsibility to ensure effective use of resources, including assessment and delivery of required budget savings;
- Developing, implementing and maintaining appropriate performance management systems as a means of managing and monitoring operational performance within area of responsibility, to ensure standards are maintained, improvements developed, and issues addressed in a timely manner;
- Ensuring the necessary business and quality assurance processes are applied so that services meet service-user expectations and comply with industry standards and audit;



- Engagement with Elected Members and partner organisations to ensure providing a service that meets business requirements and delivers agreed services and outcomes;
- To co-ordinate workforce development and training;
- Providing support and advice to the service teams and other Council Services and Partners.

Other duties

The post holder may be required to undertake any other duties appropriate to the level of the post.



Person Specification

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

EDUCATION

- Educated to degree level; or hold a qualification in an appropriate field; and/or able to demonstrate a high level of practical experience and expertise in relevant environment.

EXPERIENCE

- Experience of leading and motivating a multi-disciplinary team of staff.
- Experience of strategic leadership within Community Learning and Development, Employability, Lifelong Learning, Skills Development or a closely related service area.
- Awareness of the political environment within which local government operates and experience of working effectively in a similar environment.
- Experience of working across services/departments to meet targets to deliver agreed outcomes.
- Experience of developing, implementing and monitoring the effectiveness of policies and strategies to enhance service delivery.

SKILLS/ABILITIES

- Ability to think strategically to plan complex service delivery in a demanding and changing environment.
 - Sound judgement and decision-making skills.
 - Ability to deliver a quality service within budget, managing competing demands and assessing priorities.
 - Ability to demonstrate an understanding of policies, procedures and agreements relating to this service area and how to ensure this information is implemented, monitored and developed.
 - Ability to understand relevant specialism-related developments, both local and national, and assess their impact on Service delivery.
 - Ability to build strong relationships with and negotiate with other senior managers within the Service and strategic partners.
 - Evidence of the ability to lead improvement projects of a complex nature, being able to manage change.
 - Knowledge and understanding of the importance of ensuring compliance with departmental and corporate processes, e.g. procurement, and relevant contractual or legislative requirements.
 - Ability to present complex subject matter, orally and in writing, in an accessible form to a wide range of audiences.
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- Evidence of the ability to identify, plan and deliver a diverse and challenging workload.

INTERPERSONAL AND SOCIAL SKILLS

- Ability to lead and motivate others and develop successful team working.
- Ability to demonstrate strong presentational, interpersonal and influencing skills.
- Evidence of the ability to build successful working relationships within a large multi-disciplinary organisation.
- Self-disciplined and evidence of the ability to work under pressure and to strict deadlines.
- Ability to apply a mature and rational approach to complex issues and problem solving, including conflict resolution.

HEALTH AND SAFETY

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

