JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Principal Officer (Employability Partnership & Strategy)	Post Ref:	
Section:	Economic Growth	Grade:	12
Responsible to:	Team Leader (Economic Growth)		
Responsible for:	Development Officers, Assistants and/or other staff as required		

JOB PURPOSE

To lead the Discover Work (Employability) Partnership's Strategy, Governance and Funding Unit including the development of key strategies and revenue projects that support City and Council Plan priorities; facilitating the local employability partnership; promoting external funding opportunities corporately and citywide; lobbying in relation to future funding; leading on external funding bids; co-ordinating the development of business cases; supporting project implementation; supporting the delivery of projects; supervising staff within the unit: ensuring that employability funding is managed effectively and compliantly across the Council and in line with funder requirements with a particular focus on meeting the Council's strategic and Lead Accountable Body responsibilities under the Scottish Government's No One Left Behind delivery model.

PRINCIPAL WORKING CONTACTS

Politicians at UK & Scottish Level
Scottish & UK Government Senior Officials
Elected Members
Partner agencies (eg Skills Development Scotland; Higher/Further Education; Chamber of Commerce; Department for Work and Pensions; Third Sector)
Staff at all levels of the Council, including Senior Officers
Other Local Authorities

MAIN DUTIES

The post holder will be responsible to the Team Leader (Economic Growth) for delivery of the following duties:

1. Leading the management and delivery of an effective Employability Partnership unit that co-ordinates employability strategy, policy and governance and maximises the level of external funding secured by the Council and Partnership to enable the delivery of employability projects and activity that supports Council and City Plan priorities and outcomes

2. Supervising staff within the unit, including co-ordinating work duties and supporting professional development and training needs

3. Leading engagement with UK/Scottish Government and other agencies to identifying, lobby and disseminate funding steams that support priority employability activity and projects

4. Provide strategic leadership for employability funding and partnership governance, ensuring the Council fulfils its responsibilities under the Scottish Government's No One Left Behind (NOLB) delivery model and the Local Employability Partnership (LEP) Framework, including effective facilitation of the LEP, collaborative investment planning, stakeholder engagement and alignment of employability provision with local economic priorities

5. Lead the management, oversight and assurance of NOLB funding on behalf of the Council as Lead Accountable Body, ensuring compliance with Scottish Government requirements, robust performance and financial reporting, effective commissioning and risk management, and the protection of significant external funding through strong governance and strategic oversight

6. Keeping the funding landscape under ongoing review and identify new and emerging opportunities that the Council and its partners can bid for

7. Lead awareness raising at a Council and partnership level of new policy, programmes and funding opportunities through establishment of, and effective use of, corporate and partnership communication networks and channels

8. Lead the development and management of the Discover Work Partnership's governance arrangements to support the co-ordination of employability activity across the City

9. Lead the development and delivery of of the employability strategy and action plan for the Discover Work Partnership and work with regional partners to support the development and delivery of the regional skills strategy and action plan

10. Leading and/or supporting the development of employability project proposals for national funding in consultation/partnership with Council officers and/or external agencies

11. Leading the advice, guidance and support to employability providers, including council service departments, when developing/writing funding applications, with a particular focus on those that support economic growth/regeneration/recovery, ensuring that these are submitted timeously, within the parameters set by funders and are of the requisite quality to be successful in securing funding

12. Manage a team responsible for the advice, guidance and support provided to employability providers in relating to performance monitoring, compliance, funding and contractual requirements

13. Providing advice to employability project leads in respect to external funding compliance/claims and supporting them to minimise financial risk to the Council through non-compliance or failure to drawdown funds

14. Supervising staff in monitoring and evaluation activity in respect to funding secured by the Council and Discover Work Partnership

15. Establish and maintain effective contact with key funding bodies and seek to inform decisions regarding future funding priorities

16. Engagement in relevant professional networks, eg SLAED Employability Group; SLAED Funding Group; Tay Cities Deal Employability Working Groups; Scottish Government's No One Left Behind Workstream Groups

17. Manage the Employability budget, ensuring that resources are deployed effectively to support priority actions

18. Actively pursuing the development of good multi-disciplinary team working practices both within the department and across the City Council, Discover Work Partnership and Tay Cities Region

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Principal Officer (Employability Partnership & Strategy)

DIVISION/DEPARTMENT SECTION: Economic Growth, Planning & Economic Development, City Development

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Degree (SCQF Level 9) in relevant discipline or equivalent relevant experience Evidence of continuous professional and management development.	Leadership Qualification	Application Form
RELEVANT WORK/OTHER EXPERIENCE	Experience of managing and developing staff Proven track record of managing major successful partnership funding activity within employability Proven track record of successful project management Proven track record of effective budget management Successful partnership working and networking with key stakeholders Experience of presenting information through a variety of styles Knowledge of relevant local/national strategies, policies and/or funding programmes Experience of managing/ monitoring the use of external funding	Project management qualification	Application, Interview and References
PARTICULAR SKILLS/ABILITIES	Awareness of, & sensitivity to, the policy and political environmental locally, regionally and nationally. Homes in on key issues and principles, displaying a creative and innovative approach to problem solving and identifying relationships and potential synergies		Application, Interview and References

	between complex, inter-dependant factors. Excellent written and oral communication skills Understands and operates effectively within local government and with national partners. Comfortable and effective in a representational role. Excellent IT skills using current software.		
PERSONAL QUALITIES	Constructive working relationships with other teams and groups. Treats people at all levels with respect and values their abilities & contribution Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas. Chairs meetings and facilitates groups effectively. Diffuses conflict in a constructive and non-threatening manner. Asserts own opinions and expertise in tough situations. Is highly self-aware and positive when communicating with others.		Application, Interview and References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to work outside normal working hours as required.		