

Kent County Council

Job Description: *Programme Manager*

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| Directorate: | Growth, Environment and Transport |
| Unit/Section: | Economy |
| Grade: | KR11 |
| Responsible to: | Head of Economy |

Purpose of the Job:

Lead and manage the implementation of Kent & Medway's DfE-funded Skills Bootcamp Programme, ensuring the effective and timely delivery of outputs and the achievement of planned results identified in the Skills Bootcamps programme proposal. Ensure alignment with Kent & Medway's Economic Growth agenda and the strategic priorities outlined in the Kent & Medway Economic Framework and other relevant strategies.

Main duties and responsibilities:

- Lead all aspects of the Kent & Medway Skills Bootcamp programme to ensuring the successful delivery of the scheme within planned timescales and budgets and in line with the requirements of the grant agreement.
- Manage the internal Skills Bootcamps programme team and work closely with other relevant KCC teams including Community Learning & Skills and finance to ensure that the programme is appropriately resourced, supported and that targets are met and results achieved.
- Commission a range of service / training providers to deliver elements of the programme across Kent & Medway in support of key industry sectors. Manage and monitor contracts and ensure that suppliers comply with contractual obligations. Ensure that local employers are fully engaged in the programme and are able to offer interviews and employment opportunities to programme learners.
- Track project progress, identify and monitor risks and resolve project issues, including any changes which will impact on delivery. Report regularly to the DfE with key monitoring and reporting data as well as providing updates to senior management and key stakeholders including the Kent & Medway Employment Task Force.
- Develop and implement a programme communication plan. Liaise with and provide regular programme updates to a range of partner agencies and stakeholders across the County, including DfE, local authorities, employers, industry leads and VCSE organisations to promote referrals to the programme and communicate its results.
- Oversee quality monitoring and compliance activity to ensure the project meets with agreed standards as defined by DfE and other internal and external standards applicable to the Skills Bootcamps, including Ofsted where applicable.

- Be responsible for ensuring that the programme adheres to applicable Health and Safety, Equality, Diversity and Inclusion, General Data Protection Regulation (GDPR), and Safeguarding/Prevent duties, responsibilities and policies. Act as Designated Safeguarding Officer (DSO) as appropriate and relevant to role.
- Keep up to date with skills & training policy developments to shape complementary and additional skills sector activity and provide specialist, high-level advice to senior managers to shape ongoing and new programme interventions.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Programme Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

| | CRITERIA |
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| QUALIFICATIONS | <ul style="list-style-type: none"> • Educated to degree level or NVQ 5, Diploma in Management 5 or equivalent • Teaching Qualification and/or Internal/External Quality Assurance Qualification • Clear commitment to further personal and professional development |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of complex project management, including budget management • Experience of working in a management position within an education, business or skills / training setting, including operational and performance management of staff and service providers • Experience of managing a curriculum for both qualification and non-qualification programmes • Experience of managing and implementing quality assurance and compliance procedures • Experience of working within a multi-agency or multi provider partnership environment • Experience of external funding and funding arrangements |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships across a wide and diverse range of stakeholders • Interpretation and reporting on management information data and reports • Effective interpersonal, leadership, negotiation and reasoning and communication skills • Ability to organise, prioritise and work autonomously, meet targets and manage tasks within limitations of time and resources • Able to take an organised, systematic and analytical approach and to accommodate a wide and complex range of issues • Ability to travel to meet the requirements of the service • IT skills appropriate to this post's responsibilities – good working knowledge of Microsoft PowerPoint, Word and Excel |
| KNOWLEDGE | <ul style="list-style-type: none"> • Knowledge of project and programme management techniques. • Good knowledge of Kent's socio-economic profile and clear understanding of the drivers and barriers to economic development and growth. • Good knowledge of Local Skills Improvement Plan (LSIP) and other specific local skills needs • Knowledge of project management concepts and processes • Excellent knowledge of training course content at different levels and appropriate guided learning hours for delivery |

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| | <ul style="list-style-type: none"> • Knowledge and understanding of central and local government policies, funding and Ofsted expectations for directing the Bootcamp Project • Knowledge of Health and Safety, Equality and Diversity, Safeguarding/Prevent, Ofsted and other relevant statutory information • A solid understanding of budget and resource management. • Sound knowledge of practices impacting on projects, particularly those involving commissioned services • Understanding of government initiatives and those of other public bodies. • Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues. |
| <p>KENT VALUES AND CULTURAL ATTRIBUTES</p> | <p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> |