

Kent County Council

Job Description: *Programme Manager (Skills & Employment)*

Directorate	Growth, Environment & Transport
Unit/Section	Economy
Grade	KR12
Responsible to	Head of Economy

Job Purpose

Lead, manage and oversee the delivery of skills and employment programmes including Connect to Work, that cover Kent & Medway and which support the objectives of relevant local strategies and respond to the needs of the local workforce and employers

Main Duties & Responsibilities

1. Take a lead role in managing strategic programmes that develop skills and employment prospects in Kent & Medway and support local businesses and employers taking into account the objectives and priorities set out in relevant local economic strategies.
2. Plan, lead, manage, deliver and evaluate work programmes, developing comprehensive project, communication and financial plans, engaging with appropriate groups and partner agencies, to secure resources and ensure that there is a coherent approach to project implementation.
3. Oversee the supporting processes which underpin the development of skills and business support programmes including the development of systems, procedures and elements such as commissioning, procurement, recruitment and training, to ensure that the agreed activities can be implemented efficiently and effectively within the agreed timeframe and resource envelopes.
4. Engage with relevant partners, stakeholders, colleagues and service providers to direct, manage and motivate dispersed programme planning and delivery teams to ensure that projects achieve their objectives in line with agreed budgets, specifications and timescales
5. Represent Kent & Medway to government departments in order to identify additional opportunities for policy and service development and secure and retain external funding, optimising resources available and improving skills, employment and business support provision across the county.

6. Compile funding bids in liaison with a range of government departments and partnership agencies, including expressions of interests and direct communication with all partners involved, including financial, technical and legal advisers, writing tenders and producing business cases, to secure the maximum level of funding available.

7. Interpret and analyse the effects of legislation and policy development in order to advise Senior Officers on how this will affect skills and employment programme development and any action which may need to be undertaken as a result.

8. Prepare and present regular management reports at Director, Member and senior stakeholder level to keep them informed of the progress of skills and employment programmes and seek views in relation to resources, workstream development and timescales, raising concerns and making recommendations to ensure that the projects are delivered successfully.

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.

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Person Specification: *Programme Manager (Skills & Employment)*

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.

Qualifications	<p>Educated to degree level or NVQ 5, Diploma in Management 5 or equivalent</p> <p>Clear commitment to further personal and professional development at degree level or beyond</p>
Experience	<p>Substantial experience of managing major projects</p> <p>Experience of work in the employment and skills arena as well as business support</p> <p>Experience of working across more than one organisation and in more than one sector</p> <p>Experience of managing and developing project teams</p> <p>Sound experience of managing and monitoring budgets</p> <p>Experience of external funding and funding arrangements</p>
Skills and Abilities	<p>Excellent interpersonal and negotiation skills</p> <p>Strong communication skills, both in writing and verbally, to communicate with and present to senior staff at all levels, internally and externally, including Members</p> <p>Commercial and political acumen</p> <p>Ability to manage projects and programmes including financial monitoring, planning, procuring and commissioning skills</p> <p>Ability to commission significant contracts and monitor them</p> <p>Ability to positively influence the outcome of decisions</p> <p>Ability to form, lead and network with partners, in particular with external agencies</p> <p>Excellent presentation skills in order to effectively communicate complex issues to a wide audience</p>

	<p>Ability to manage, motivate and co-ordinate the work of a project team and staff at all levels, including building effective relationships</p> <p>Able to be organised, systematic and analytical</p> <p>Commitment to equalities and promotion of diversity in all aspects of work</p> <p>Ability to travel to meet the requirements of the service</p> <p>Advanced IT skills appropriate to this post's responsibilities (in particular Word, Excel, PowerPoint)</p>
Knowledge	<p>Expert understanding of the drivers and barriers to economic development and growth, employment and skills</p> <p>Sound and comprehensive knowledge of the relevant legislative frameworks</p> <p>Sound knowledge of practices impacting on projects, particularly within the planning, commissioning, purchasing or contracting field</p> <p>Sound knowledge of methods and techniques to support involvement of partnership agencies</p> <p>Sound knowledge of recent government initiatives and those of other public bodies particularly relating to the skills and business support agendas</p> <p>High level of political awareness, diplomacy and sensitivity</p> <p>Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues</p>

Kent Values and Cultural Attributes

Kent Values:

- 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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making

Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery

- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.