



Coventry City Council



European Union
European
Social Fund

Supported by the European Social Fund 2014-2020

Job Description

Job Title:	Senior Programmes Manager – Employment and Skills	Job Number:	D2869D
Service:	Employment and Skills	Grade:	8
Location:	Job Shop outreach locations		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

1. To contribute to the delivery of the City Council's Employment and Skills objectives, help deliver the Skills Strategy and delivering customer focused, effective and efficient programmes and projects relating to the One Coventry Plan. Currently this includes: *supporting economically disadvantaged groups back into work; developing partnerships locally and sub-regionally to deliver services to unemployed people; helping to develop adaptive and compliant Adult Education provision linked to current employment needs and managing complex multiagency funding programmes.*

Main Duties and Responsibilities:

1. Maintain an understanding of national, regional, sub-regional policies and priorities related to *economic, employment and community issues*. Advise senior managers how this can be translated into local policy priorities.
2. Contribute to the development of the City Council's policy and design of new innovative services, with partners as appropriate, to support *the work of the Employment and Skills Service*.
3. Develop working relationships with key partners to assist in the successful delivery of Coventry's Economic Growth indicators. *Partners could include: Job Centre Plus, West Midlands Combined Authority, Local Enterprise Partnership, private sector, Private Sector employment programme Providers, the voluntary and community sector.*
4. Lead and/or co-ordinate project teams to successfully design and deliver programmes or projects. Take responsibility for recruitment, personal development and management of individuals. Motivate, deploy and guide the team to provide a flexible and effective service, which achieves the outcomes set.

5. Effectively manage the delivery of programmes and projects through contracts and agreements to: meet the needs of customers; deliver agreed outcomes; ensure targets are completed on time, within budget; and in line with the Employment and Skills priorities. Specifically:
 - i. Manage performance of *the programmes and/or projects by* using performance data to measure and report on the performance and impact of the work, and to actively contribute to the continuous improvement of the work.
 - ii. Manage programme and project risk, maintaining risk registers and advising senior managers and clients of any foreseeable risks associated with a project as they arise
 - iii. Gather customer feedback to influence the on-going improvement of the work area.
 - iv. Ensure that all contractual and procedural records are organised and kept in accurate filing systems
6. Responsible for managing the delivery of programmes and/or projects of significant value (financial responsibility of between £2m - £3m over a 3-year period), in accordance with Council, partner, Government and European funding regimes and budgets. This includes responsibility for managing expenditure within budgets, establishing robust financial processes to ensure resources are deployed and managed effectively to deliver outcomes set; and all systems are robust and can withstand the rigours of internal and external audits.
7. Identify opportunities for external resources or income generation which will deliver the priorities of the Employment and Skill Service. Work jointly with colleagues and partners to secure resources where appropriate.
8. Jointly with senior managers negotiate contracts with external providers where the City Council is providing a service to them or where a third party is providing a service to the City Council.
9. Advise senior managers and elected members on the progress of programmes and projects. Write briefing notes, cabinet reports and produce and deliver presentations where appropriate, present reports at cabinet member and partnership board meetings as appropriate.
10. Represent the Business Development Manager as appropriate and positively contribute to the post's relevant management team.
11. Promote the achievement of equality of access in service delivery and equality of opportunity in employment and progression.
12. Any other duties and responsibilities within the range of the salary grade as assigned by the Business Development Manager.

Health & Safety

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Managers and supervisors

The postholder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

Safeguarding

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Managers and supervisors

The post holders must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Teams of up to 10 fte and/or partnership project teams

Responsible to: Business Development Manager

Date Reviewed:

Updated: October 2018

Person Specification

Job Title:	Senior Programmes Manager – Employment and Skills	Job Number:	D2869D
Service:	Employment and Skills Service	Grade:	8
Location:	Job Shop and outreach locations		

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none"> A detailed knowledge of current economic, employment and community based issues and national, regional, sub-regional and local policies and programmes designed to support communities, economically inactive groups into employment and local business investment and growth.
	<ul style="list-style-type: none"> A good working knowledge of the processes around external grant resources and service contracts – bidding, management, evidencing and evaluation.
	<ul style="list-style-type: none"> Understanding of and commitment to equality of opportunity.
	<ul style="list-style-type: none"> Understanding of project management principles such as Prince II

Skills and Abilities:	<ul style="list-style-type: none"> Effective leadership and people management skills - able to lead and motivate a team and work effectively to achieve continuous improvement.
	<ul style="list-style-type: none"> Effective networking and partnership skills. Able to influence and negotiate outcomes, work collaboratively with others to achieve shared goals, nurture new working relationships and partnerships.
	<ul style="list-style-type: none"> Effective communication and interpersonal skills to address a variety of audiences including elected members and the general public – presentational, written and verbal. Must be able to write reports and briefing notes.
	<ul style="list-style-type: none"> Able to secure, plan and deploy financial resources within a complex and dynamic environment.

	<ul style="list-style-type: none"> • Creative, innovative, and research skills, to be able to design new services, devise systems for recording and analysing data and managing performance.
	<ul style="list-style-type: none"> • Effective programme and project management skills.
	<ul style="list-style-type: none"> • Able to manage priorities and meet deadlines.
	<ul style="list-style-type: none"> • Able to work as an integral member of a team

Experience:	<ul style="list-style-type: none"> • Leading, motivating and managing a team of people to achieve results.
	<ul style="list-style-type: none"> • Developing, and delivering community, / employment and enterprise programmes and projects, in partnership with stakeholders, to achieve desired outcomes.
	<ul style="list-style-type: none"> • Developing and delivering business and financial resource plans. Securing external resources for delivery of services.
	<ul style="list-style-type: none"> • Negotiating with and influencing partners, government, funders and client groups.

Educational:	<ul style="list-style-type: none"> • A degree in economics or a related field; plus qualifications and/or significant experience in the operation of employment /enterprise projects and policies and business planning.
---------------------	---

Special Requirements:	<ul style="list-style-type: none"> • Occasional evening and weekend working
------------------------------	--

Date Reviewed:

Updated: October 2018