

# Job Description and Person Specification

Role: Employment Development Manager



# Job Description

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| <b>Job Title</b>           | Employee Development Manager         |
| <b>Grade</b>               | 8                                    |
| <b>Service</b>             | Employment & Skills Service          |
| <b>Reports to</b>          | Service Lead                         |
| <b>Location</b>            | One Friargate and outreach locations |
| <b>Job Evaluation Code</b> | D2869D                               |



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our Priorities** – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

**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:



## About the Service your team will provide

### Purpose of the role

To contribute to the delivery of the City Council's Economic Growth and Prosperity Strategy, Sustainable Communities Strategy and Climate Change Strategy by developing and delivering customer focused, effective and efficient programmes and projects relating to the work of the City Centre and Development Division. Currently this includes supporting economically disadvantaged groups back into work; developing partnerships locally and sub-regionally to deliver services to unemployed people; and managing complex multiagency funding programmes.

## Main Duties & Key Accountabilities

### Core Knowledge

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 City Centre and Development Division*.
3. Develop working relationships with key partners to assist in the successful delivery of Coventry's Economic Growth and Prosperity Strategy. *Partners could include: Job Centre Plus, Local Enterprise Partnership, private sector, Work 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 Service's 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 Skills 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. Work with the senior managers to develop the City Centre and Development Divisional Business Plan and Business Improvement Plan (rolling 3-year period) and the annual business plan for the relevant function.
  11. Represent the Business Development Manager as appropriate and positively contribute to the post's relevant management team.
  12. Promote the achievement of equality of access in service delivery and equality of opportunity in employment and progression.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

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| <b>External</b><br>DWP, WMCA, Employers, Partners, Organisations, Charities. | <b>Internal</b><br>Internal colleagues, teams and service areas. |
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

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| <b>Staff managed by postholder:</b> Teams of up to 10fte and/or partnership project teams. |
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## Person specification

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| <b>Job Evaluation Code</b>   | D2869D |
| <b>Knowledge</b>   |        |
| 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. |        |
| A good working knowledge of the processes around external grant resources and service contracts – bidding, management, evidencing and evaluation.  |        |
| Understanding of and commitment to equality, diversity and inclusion opportunities   |        |
| Understanding of project management principles such as Prince II   |        |
|  |        |
| <b>Skills and Abilities</b>  |        |
| Effective leadership and people management skills - able to lead and motivate a team and work effectively to achieve continuous improvement.   |        |
| 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.   |        |
| Effective communication and interpersonal skills to address a variety of audiences including elected members and the general public – presentational, written and verbal.  |        |
| Able to secure, plan and deploy financial resources within a complex and dynamic environment.  |        |
| Creative, innovative, and research skills, to be able to design new services, devise systems for recording and analysing data and managing performance.  |        |
| Effective programme and project management skills.   |        |
| Able to manage priorities and meet deadlines.  |        |
| Able to work as an integral member of a team.  |        |
|  |        |
| <b>Experience</b>  |        |
|  |        |
| <ul style="list-style-type: none"> <li>Leading, motivating and managing a team of people to achieve results.</li> </ul>  |        |



- Developing, and delivering community /employment and enterprise programmes and projects, in partnership with stakeholders, to achieve desired outcomes.
- Developing and delivering business and financial resource plans. Securing external resources for delivery of services.
- Negotiating with and influencing partners, government, funders and client groups.

**Qualifications**

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**

Occasional evening and weekend working.

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| <b>Date Created</b> | 6 November 2024 | <b>Date Reviewed</b> | 6 November 2024 |
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