

# Job Description and Person Specification

Role: Adult Education Service Lead



## Job Description

<b>Job Title</b>	Adult Education Service Lead
<b>Grade</b>	SM2
<b>Service</b>	Employment and Skills
<b>Reports to</b>	Head of Skills, Employment and Adult Education
<b>Location</b>	South Fields
<b>Job Evaluation Code</b>	W0182W



## 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 aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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 provide strategic leadership and management of Coventry's Adult Education Service. Lead continuous improvement of the Service through the development and implementation of relevant strategies and change management processes, promoting Coventry's provision for these services sub-regionally, regionally and nationally.

To oversee Coventry's skills response to the developing green skills agenda: building knowledge and capacity, ensuring the local skills offer is responsive to labour market developments and that our residents gain the climate literacy and qualifications required to succeed.

**Work collaboratively with the Council's Job Shop and external partners, building clearly defined routes through all educational levels which lead to good quality employment; ensuring residents can easily re-engage in the skills system once in work and increase their earning potential.**

## Main Duties & Key Accountabilities

To advise the relevant Cabinet Members and the Head of Service on matters of Adult Education and statutory obligations.

To be responsible for the strategic leadership of the City's Adult Education Service by developing, implementing, monitoring and evaluating short, medium and long term strategies for continuous improvement in services and facilities.

To lead these services within the context of City Council policy and West Midlands Combined Authority, legislative requirements and national policy and best practice.

To ensure effective partnership and funding relationships with the West Midlands Combined Authority, seeking opportunities to resolve skills gaps and develop innovative & responsive models of learning.

To ensure the achievement of strategic and operational objectives and targets through both effective leadership and advising and influencing other relevant stakeholders and partners.

To lead on future design and development of Adult Education provision ensuring links and coherence with the City Council's One Coventry Plan, the Coventry Skills Strategy, Economic Development Strategy and Climate Change Strategy.

To ensure all Adult Education provision is coherently integrated with related services including with the Council's Job Shop and across Council community services, ensuring residents are inspired towards further progression.

To play a senior role in the Skills Strategy Governance System and to pursue effective formal and informal partnerships with local, regional and national bodies in the furthering of the City Council's policies, objectives and strategies.

To be accountable for the effective operational management of the Adult Education Service, including robust oversight of external grant - ensuring the Service effectively responds to funding challenges and targets, management of staff, budgets, optimising commercialisation, inward investment and other resources.

To ensure the effective management, motivation, training and development of staff to meet service objectives, ensure staff reviews are carried out regularly, training needs are identified and a training plan compiled and delivered.

To identify and act upon opportunities for income generation and the attraction of external funds for the City's Skills priorities and for Coventry's Adult Education Service.

To keep abreast of national, regional and local developments affecting these services and advise on appropriate City Council responses.

Act as a link officer for major partnerships and act as project lead on major development projects as required.

To represent the Employment and Skills (E&S) Service and the Business, Investment and Culture Division for the local authority on matters delegated by the Head of Skills, Employment & Adult Education and to deputise for the Head of Skills, Employment & Adult Education as required.

To ensure that all staff know and accept their health, safety and safeguarding responsibilities and are adequately trained and resourced to discharge them. To promote the City Councils' Health and Safety policies.

Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> WMCA DWP Community Organisations Chamber Commerce DFE OFSTED Local Universities and Colleges	<b>Internal</b> Job Shop Migration Service Work Forces Development HR
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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:

**Staff managed by postholder:**  
**Adult Education Service**

## Person specification

<b>Job Evaluation Code</b>	W0182W
<b>Knowledge</b>	
Knowledge of Skills and Adult Education, including new developments, statutory and regulatory requirements and the challenges they face	
Detailed understanding and knowledge of current national, regional and local policy issues relating to skills and Adult Education, including a clear understanding of issues around inequalities, current government and West Midlands Combined Authority priorities	
Knowledge of national and regional strategies for Skills and Adult Education funding streams, and understanding of WMCA skills strategy	
Good knowledge of change management processes and culture change	
Demonstrable understanding of the role and importance of the scrutiny function to a local authority, its powers relating to outside bodies and good practice in relation to its effective operation	
Interest in 'green skills' development and an understanding of how to unlock the potential for skills development across sectors	
<b>Skills and Abilities</b>	
Strategic planning and development, the ability to devise policy and strategy and deliver it	
Able to use data to improve outcomes, develop and disseminate strategy	
Leadership, building responsive team cultures and staff development, as well as working across internal and external partnerships: able to inspire staff and partners, and motivate others towards a common vision	
Resource management, including finance, facilities and staff development	
Effective verbal and written communication skills in order to advise and guide Members, officers, the media and representatives of local, regional and national organisations; also able to challenge, negotiate and influence others to make change	
Presentation and public speaking skills	
Problem solving skills to be able to think creatively and produce innovative solutions	
Ability to lead and manage projects through to successful conclusion	
Resilient, confident and able to listen effectively, encouraging consensus	
<b>Experience</b>	
Within a senior management position in a similar organisation and/or service including financial, staff and change management	
Preparation of service strategies and policies in the area or a similar area	



Overseeing of operational plans including budget and staffing reviews			
Preparation and management of project proposals and applications for external funding, including cost-reduction plans.			
<b>Qualifications</b>			
Degree level or equivalent			
Either post-graduate or equivalent teaching <b>or</b> management experience			
<b>Special Requirements</b>			
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).			
<b>Date Created</b>	July 2023	<b>Date Reviewed</b>	July 2023