

Job Description

Vacancy Reference No:

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| Job Title: | Business Development Manager (Skills to Employment) (Programme Development) | Job Number: | D2868D |
| Service: | Employment and Skills | Post Number: | |
| Location: | Job Shop | Grade: | 9 |

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 and lead on the delivery of the Coventry Skills Strategy. Combining opportunities for 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.

Duties & Responsibilities

1. Lead the development, design and delivery of Employment and Skills programmes focusing on higher Skills for Coventry Adults. Develop initiatives which support and exploit the opportunities provided by funding linked to Adult Education and Employment within the City and Region.
2. Maintain a detailed understanding of national, regional, sub-regional policies and priorities in economic development. Advise and translate this into local policy priorities. Where appropriate lead the City Council's input to the development of national, regional and sub-regional employment and business related policies.
3. Lead the development of the City Council's policy and design new innovative services, with partners as appropriate to encourage business investment and employment growth. E.g. through the Coventry Skills Strategy, West Midlands Combined Authority, CWLEP Strategic Economic and Industrial Plans.

4. Liaise with and advise senior managers and elected members on local business investment and employment growth issues. Write briefing notes, cabinet reports and produce and deliver presentations where appropriate, present reports at cabinet member and partnership board meetings as appropriate.
 5. Develop long-term strategic relationships with key partners who can assist in the delivery of Coventry's Skill Strategy, to identify local needs, gaps in provision and develop new service responses. Partners include: West Midlands Combined Authority, Chamber of Commerce, Local Enterprise Partnerships, Warwickshire County Council, local Districts and Boroughs, local Universities and knowledge centres, and the private sector.
 6. Provide leadership for the Employment and Skills Service. 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 agreed outcomes.
 7. Responsible for overseeing the effective financial management for the Employment & Wellbeing Service budgets (financial responsibility £10m - £60m 3-year period) in accordance with Council, partner, Government and European funding regimes. 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.
 8. 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. To effectively manage the delivery of services through contracts and agreements.
 9. Identify opportunities for external resources or income generation which will deliver local business investment and employment growth. Lead or work jointly with partners to secure resources as appropriate.
 10. Manage the performance of the Service Area - developing and using performance data to measure and report on the performance and impact of the service, and to actively contribute to the continuous improvement of the service. Lead on ensuring the Service gathers customer feedback that influences the on-going improvement of the service.
 11. With other senior managers develop the City's ability to respond to changing Employment and Skills market to maximise the opportunities for Coventry residents.
 12. Promote the achievement of equality of access in service delivery and equality of opportunity in employment and progression.
 13. Represent the Head of Service for Employment and Skills as appropriate and positively contribute to divisional and directorate management teams as required.
 14. Any other duties and responsibilities within the range of the salary grade
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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 post holder 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

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

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

Responsible for: Programme Managers, Principle Employment Officers, Employment Link Officers, Job Coaches, Link Workers

(The number of reports to this role will increase depending on the level of external funding secured)

Responsible to: Head of Employment and Skills Service

Date Reviewed: January 2022

Person Specification

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| Area | Description |
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| Knowledge: | ▪ Extensive knowledge of current Skills and economic development policy, resourcing and challenges issues. |
| | ▪ A good working knowledge of the processes around external grant resources and service contracts – bidding, management, evidencing and evaluation. |
| | ▪ Detailed knowledge of performance measurement, continuous improvement and evaluation of public facing services |

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| Skills and Abilities: | ▪ Effective leadership and people management skills - able to lead and motivate a team and work effectively to achieve continuous improvement. |
| | ▪ Excellent 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 circumstances and audiences – Must have proven high standards of, written, presentational 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. |
| | ▪ Excellent project management skills. |
| | ▪ Able to manage priorities and meet deadlines. |

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| Experience: | ▪ Leading, motivating and managing a team of people to achieve results. |
| | ▪ Managing major complex projects and programmes in partnership with stakeholders, to achieve desired outcomes. |
| | ▪ Developing and delivering business and resource plans in a complex environment. Securing external resources for delivery of services. |
| | ▪ Developing and delivering complex economic development projects |

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| | <ul style="list-style-type: none"> ▪ Working collaboratively with private, public and voluntary, sectors to deliver client led initiatives aimed at tackling Lifelong skills, economic inactivity and/or developing local economic growth. |
| | <ul style="list-style-type: none"> ▪ Negotiating with and influencing partners, government, funders and client groups. |

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| Special Requirements: | <ul style="list-style-type: none"> ▪ Occasional evening and weekend working. |
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Date Reviewed: January 2022