

## **Job Description**

**Job Title: Regional Employer Manager**

**Reports to: Regional Operational Manager**

### **Purpose**

Reporting to the Regional Operations Manager, the role will be aimed at supporting the performance of the Work and Health Programme through the development and management of effective and productive relationships with Employers and Independent Training Providers.

### **Main Duties and Responsibilities**

1. To lead on the collation and dissemination of Local Labour Market Information at CPA level to ensure the CPA as a whole, has a comprehensive understanding of how the local labour market is affecting vacancy rates, occupational skills requirements and approaches to job placement.
2. Accountable to Regional Operations Manager for the wider CPA level Employer Development and Engagement Planning along with input and advice at Area level to ensure each Area understands their accountabilities within the wider CPA plan.
3. Responsible for developing and managing agreed targets on CPA –wide/regional employer opportunities.
4. Lead on agreed national employer relationships or sector specific employer-led opportunities.
5. Lead on Public Sector engagement at CPA/Area levels with specific remit to develop public sector job opportunities.
6. Lead on delivery of sectoral pathway activities for CPA and link to any national routeway initiatives.
7. Accountable for CPA skills provision catalogue and availability – focus on relationship to local labour market.
8. Ensure the Regional Inclusive Employment Service effectively engage with employers to identify appropriate opportunities for participants as well as employer support needs.
9. Ensure that good practice within external and internal delivery is effectively shared across the operation.

**Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title:</b></p> <p align="center">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent relevant experience. <b>(D)</b></li> <li>• Hold a recognised management qualification. <b>(D)</b></li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Ability to demonstrate a proven track record of achievement in this discipline level. <b>(E)</b></li> <li>• Excellent digital presentation skills <b>(D)</b></li> <li>• Ability to collate, present and interpret statistical information and trend analysis <b>(D)</b></li> <li>• Experience of account development and management <b>(D)</b></li> <li>• Experience of delivering/managing DWP contracts. <b>(D)</b></li> <li>• Relevant operational management experience. <b>(E)</b></li> <li>• Ability to plan, monitor and provide effective reporting on progress of projects. <b>(E)</b></li> <li>• Experience of effective partnership working with internal and external stakeholders. <b>(E)</b></li> <li>• Excellent verbal and written skills and ability to communicate concisely and effectively. <b>(E)</b></li> <li>• Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases. <b>(E)</b></li> <li>• Understanding of UK Welfare to Work sector. <b>(D)</b></li> <li>•</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Proven leadership skills. <b>(D)</b></li> <li>• Ability to motivate and support. <b>(E)</b></li> <li>• Dynamic, open, participative and supportive management style. <b>(E)</b></li> <li>• Excellent interpersonal skills. <b>(E)</b></li> </ul>

**Personal qualities, Attributes and behaviours**

- Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required. **(E)**
- Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed target dates. **(E)**
- Analytical problem solving skills. **(E)**
- Outstanding personal impact, drive, enthusiasm and presence. **(E)**
- Copes well in a rapidly changing environment. **(E)**
- Commitment, determination and resiliency. **(E)**
- Champions and embraces change **(E)**
- Operates with a commercial focus **(E)**
- Operates with charitable integrity **(E)**
- Collaborative **(E)**
- Customer focussed **(E)**

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service Check **(E)**

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**