

Job Title: Skills Provision Manager

Reporting to: Regional Operations Manager

Role Overview:

Reporting to the Regional Operations Manager (ROM) the post holder will take the lead in connecting Work & Health provision to skills and learning provision across the Contract Package Area (CPA). Skills and Learning provision will be focused on enhancing our customer's chances of either securing employment opportunities, or retaining and or developing their existing career goals.

Developing strong productive relationships with a wide range of Independent Training Providers (ITP's) will be essential, as will be the understanding of the skills and learning landscape at both national and regional level.

Working closely with our Area Manager's it will be vital to ensure that there is a clear understanding of the skills and learning needs of the local labour market and that we can source and procure sufficient provision to meet the needs of our Work & Health customers in terms of upskilling, re-skilling.

Principle Accountabilities:

- Ensure that we have a comprehensive understanding of the skills and learning requirements needed across the various geographical boundaries of the CPA.
- To be accountable for ensuring each local Area has a skills and learning plan which reflects the needs of the local labour market in terms of the type and level of skill requirements needed.
- Working with the Regional Employer Engagement Manager to ensure that each CPA develops high quality, sectorally specific routeway's which link Work & Health customers with available job openings at a local and regional level.
- Undertake any required research into the skill requirements of local and or regional employers to ensure we can develop appropriate responses.
- Work with Area Managers to meet customer skills and learning participation and achievement targets.
- Establish strong relationships with ITP's at regional and local level to ensure Work & Health customers have access to appropriate skills development opportunities.
- Ensure that all ITP's have appropriate accreditations in place to underpin contracted/commissioned skills and learning activity.
- Work with external stakeholders, sub-contractors, associates and other delivery partners to deliver contract requirements and maintain excellent customer relationships with funding bodies for the contracts being managed.
- Ensure all programmes/activities are high quality with outstanding outcomes delivered through a cost-efficient delivery model.

- To support cross/inter-divisional working and drive income and outcomes.
- To develop and maintain relationships with a wide range of referral agencies/partners to ensure the appropriate volume of referrals are received to support the delivery of all programmes across the various delivery locations.

GENERAL RESPONSIBILITIES:

- Ensure that you work to Shaw Trust Groups vision, values, objectives and priorities and are strongly committed to them
- Promote the principles of Equality and Diversity and ensure that the policy is always fully applied.
- Understand and be committed to all personal responsibilities under Health & Safety, Prevent and Safeguarding procedures, and ensure that the policies are always adhered to
- Ensure that the Code of Conduct, Data Protection, Harassment & Bullying, Confidentiality, Anti-Fraud, Data Security and all other policies of the Company are always fully applied
- Ensure individual expertise and subject area knowledge is up to date through Continuous Personal Development, including sharing good practice, engaging with training and acquiring / maintaining any individual qualifications required for the role.
- Work flexibly in the field and across offices, as and when directed by line manager.
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of the post.

Core Competencies

All Shaw Trust Group employees are required to demonstrate many core competencies

- Self management – manage workload effectively.
- Relationship management – develop and maintain productive relationships with your Team, Management, Clients, Partners, Sub contractors and all key stakeholders.
- Customer and Employer focused – committed to understanding client aspirations, supporting their needs.

Attitudes & Behaviours

- Represent The Shaw Trust Group in a professional manner on all occasions.
- Strive to improve practice to be creative and innovative and work towards continuous improvement
- To adopt a co-operative approach to delivery by maintaining and promoting effective communications, sharing good practice across the organisation and with externally.

Experience and Qualifications required

Essential

- Thorough understanding of Learning and Skills in an ESF , AEB and Traineeship Context (D)
 - ESF, AEB and Traineeship contracting knowledge (D)
 - Knowledge and understanding of appropriate quality and compliance frameworks e.g. Education Inspection Framework (D)
 - Skilled in customer and employer engagement liaison (E)
 - Experience of working with Management boards and senior teams (D)
 - Experience of Layering funding to maximise funding opportunities and successful outcomes for learners and employers (D)
 - Strong negotiation skills and the ability to drive performance and delivery (E)
 - Excellent PC skills (e.g. Advanced Word; Intermediate Excel) (E)
 - Good analytical and influencing skills (E)
 - Robust and logical questioning skills and ability to analyse information (E)
 - Excellent verbal and written communication skills (E)
 - Customer focused attitude and well-developed client/account management skills (E)
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