

Role Profile

Job Title:	Economy & Skills Programme Manager	Grade: 15	Spinal column point range: 47-50
Department:	West London Alliance	Post no:	49049
Directorate:	Chief Executive's Office	Location:	Home-based (or Perceval House, W5)

Role reports to:	Head of Economy & Skills (interim)
Direct Reports:	N/A
Indirect Reports:	N/A
<i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i>	

JOB DESCRIPTION

PURPOSE OF ROLE:

- This is a pivotal role leading the development and implementation of significant elements of the West London boroughs' collective approach to economic recovery, with a particular focus on skills and on 'green recovery'. The postholder will work to complement and supplement work underway at the borough level through sub-regional interventions to contribute to an inclusive recovery from the economic impact of the pandemic. The post-holder will be knowledgeable about the skills and employment agendas, with a track record working effectively and credibly to deliver excellent measurable outcomes, with an understanding of both policy development and programme delivery. Given the partial focus in supporting delivery of the boroughs' 'green recovery' an understanding of the broader economic development landscape is also desirable.
- The post is for a fixed term of twelve months, secondments welcome.

KEY ACCOUNTABILITIES:

- Lead the delivery of discrete, skills-related elements of the [West London Build & Recover plan](#), the economic recovery strategy for West London agreed by Leaders of the

West London Alliance boroughs, working with the Head of Economy & Skills and with lead officers in West London Alliance boroughs and partners organisations.

- Provide expert support to make the case to senior stakeholders for additional resource to address skills needs in West London, including reskilling and upskilling programmes required as a result of the economic impact of the pandemic.
- Use expertise to develop and maintain an evidence base on labour market and skills issues across West London to enable decision-making and better understand how to address these issues, building on recent research to improve our understanding of demand for and supply of skills to help skills providers to better respond to economic recovery and growth.
- Lead and develop a sub-regional strategy and programme to identify and implement ways of increasing the use of the Apprenticeship Levy to drive numbers of high-quality apprentices in West London and enable upskilling in work.
- Lead collaboration across seven boroughs to develop a shared approach to a 'single front door' to the employment and skills system, complementing London-wide approaches.
- Lead work with senior borough stakeholders to scope how best to make best use of cross-borough collaboration on planning (principally through levers such as Section 106 agreements) to secure skills and employment benefits.
- Work with the Head of Economy & Skills and senior external stakeholders to develop strategies and approaches to addressing the skills needs in West London's key sectors e.g. health/care, green skills and screen industries, including working to engage with and shape the emerging London-level approach to sector skills academies,
- Develop and articulate the case for West London's specific skills needs to feed into skills policy developed at the London level, particularly relating to the devolved £300m+ p.a. Adult Education Budget.
- Act as lead officer sub-regionally supporting the West London Environment Directors' Board, specifically in its oversight of the 'green recovery' elements of the West London Build and Recover plan and in embedding the cross-cutting theme of green recovery into delivery of other elements of the plan.
- Work with the West London Climate Emergency Officers' Group to track progress on delivery of activity supporting the 'green recovery' element of the West London Build and Recover plan.
- Support internal and external communications for the WLA's skills programme
- Represent West London Alliance at external meetings with senior stakeholders and partners, deputising for the Head of Economy & Skills when required.
- Represent and undertake work on behalf of the West London sub-region at regional and national forums (including London Councils, North West London NHS, GLA etc.).
- Work independently to report to the West London Skills & Employment Board, West London Economic Prosperity Board and West London Economic Recovery Taskforce.

KEY PERFORMANCE INDICATORS:

- Performance against project-specific indicators and deliverables
- Quality of relationships with key stakeholders and governance bodies
- Quality and extent of collaborative activity with other organisations
- Achievement of Business Plan objectives

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):

- WLA team members
- Senior officers within WLA boroughs
- Senior Staff in DFE/JCP/GLA/Businesses/NHS/Skills Providers
- Commercial and non-profit suppliers
- Relevant Government departments

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

- No specific line management responsibility but potential to manage external consultants/suppliers.
- Development of policy and projects, working to the Head of Economy & Skills.

Person Specification

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Experience of successfully leading and managing the delivery of complex, high value and multi-stakeholder skills and employment projects.
- 2) Extensive and up-to date knowledge of the employment and skills system, including major issues and agendas, and ideally also funding mechanisms.
- 3) Experience of using research, data and evidence – ideally in a skills and employment context – to develop, inform and/or influence policy or programme delivery.
- 4) Experience working credibly and successfully with senior officers in local government and external partners to deliver measurable results.
- 5) Practical understanding of how local authorities and public sector agencies operate and make decisions, and their strategic and policy environment.
- 6) To be able to work independently with minimal support.
- 7) Excellent verbal and written communication skills.
- 8) Understanding of the broader economic development landscape beyond employment and skills.

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION
(e.g. HCPC)**

- 1)** Relevant degree, professional qualification or equivalent experience
- 2)** Evidence of continuous professional development

Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative
<ul style="list-style-type: none"> Is passionate about making Ealing a better place Can see and appreciate things from a resident point of view Understands what people want and need Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> Does what they say they'll do on time Is open and honest Treats all people fairly 	<ul style="list-style-type: none"> Ambitious and confident in leading partnerships Offers to share knowledge and ideas Challenges constructively and respectfully listens to feedback Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> Tries out ways things better, and for less cost Brings in ideas outside to improve performance Takes calculated risks to improve outcomes Learns from mistakes and