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| **Post Title: Senior Employment and Skills Manager** | **Grade: MG6** |
| **Department: Housing, Planning and Regeneration** | **Division/Section: Culture, Economy, and Regeneration** |
| **Post No: 20993** | **Reports to: Head of Economic Development** |

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| **MAIN PURPOSE:**  The **Senior Employment and Skills Manager** will lead Bromley’s Employment and Skills (E&S) workstream as part of the Bromley Growth Plan, managing a borough-wide E&S Board and delivering the Bromley E&S Strategic Plan. The Senior E&S Manager will be responsible for establishing and leading Bromley’s in-house Employability Service (Working Title: ‘Bromley Works’), including the new Connect to Work (C2W) Supported Employment service and on-going delivery of the UK Shared Prosperity Fund (UKSPF) People & Skills employability programme. As the lead of C2W, the Senior E&S Manager will ensure the service is highly visible and sustainable by securing funding and partnership opportunities. Additionally, they will oversee programme management and compliance, ensuring the high-quality delivery of employment programmes, budget management, and adherence to Individual Placement and Support (IPS) and the Supported Employment Quality Framework (SEQF) Supported Employment quality standards. |

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| **SUMMARY OF RESPONSIBILITIES AND DUTIES:**  How each requirement will be assessed is indicated below; either Application/Shortlisting (A/S) and/or at Interview Stage (IS).   1. **Strategic Leadership and Implementation** – Develop and execute the Employment and Skills workstream within Bromley’s Growth Plan, ensuring alignment with local authority goals, funding requirements, and regional policies. Oversee the establishment and operation of a new ‘Bromley Works’ employability service overseen by an Employment and Skills Board. (A/S & IS) 2. **Management of Employment Support Programmes** – Be the Senior Responsible Officer (SRO) for multiple employment support models and initiatives, including contracted models, IPS and SEQF. Ensure the effective delivery of Connect to Work (C2W) and other funded employability programmes. (A/S & IS) 3. **Team Leadership and Development** – Lead and supervise the skills and employability brokerage service team, providing guidance, support, and professional development to staff. Ensure high-quality service delivery by fostering a skilled and motivated workforce. (A/S & IS) 4. **Stakeholder Engagement and Partnership Building** – Establish and maintain strong relationships with government agencies, funders, local businesses, and voluntary/community partners. Act as an expert advisor to senior leaders and council members on employment and skills initiatives. (A/S & IS) 5. **Programme Monitoring, Compliance, Financial Management** – Be the SRO for the performance management of Bromley’s employment programmes, ensuring targets and funding requirements are met. Manage programme budgets, secure new funding streams, identify risks to service delivery, and implement solutions. Ensure compliance with IPS and SEQF supported employment quality standards. (A/S & IS) 6. **Labour Market Analysis, Future Planning, and Strategic Implementation** – Lead Bromley’s employability service’s long-term growth by reviewing local labour market trends, identifying skills gaps and workforce opportunities, and designing new employability programmes. Integrate new initiatives with existing services and align them with the borough’s strategic plans. (A/S & IS) |
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| **CONTACTS AND RELATIONSHIPS:** (customer focus, both internal and external)  Reporting to the Head of Economic Development, Bromley’s public-private E&S Board and the relevant Council Committee, the C2W Programme Lead will be responsible for establishing, maintaining and cultivating the LBB Employability Service’s relationship with all internal and external relevant stakeholders, funding bodies, contractors and delivery partners across the health, education, social care, employment and communities disciplines. |

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| **MANAGEMENT AND LEADERSHIP:** (performance management, staff supervision and service delivery)  The Senior Employment and Skills Manager will take on the following leadership responsibilities:   1. **Strategic Leadership and Service Delivery** – Establish, manage, and deliver Bromley’s in-house Employability Service, including the Connect to Work Supported Employment programme. Provide operational oversight, ensuring alignment with Bromley’s Growth Plan and Employment & Skills Strategy. (A/S & IS) 2. **Team Management and Workforce Development** – Lead and manage teams of employment specialists, employer engagement officers, and programme managers. Provide guidance, professional development, and performance oversight to ensure high-quality service delivery. 3. **Compliance, Quality Assurance, and Performance Monitoring** – Ensure all programmes adhere to IPS and SEQF principles. Monitor service standards, performance targets, and regulatory compliance, ensuring the service meets key performance indicators, delivers impactful employment support, drives continuous improvement. (A/S & IS) 4. **Stakeholder Engagement and Partnerships** – Build and maintain relationships with government bodies, local employers, funders, and community organisations. Secure sustainable employment pathways through effective public-private sector collaboration. (A/S & IS) 5. **Financial and Risk Management** – Manage programme budgets, funding applications, and expenditure to ensure financial sustainability. Identify and mitigate risks to service delivery, ensuring programme effectiveness and growth. (A/S & IS) 6. **Advocacy and Public Representation** – Act as the public face of the C2W programme, advocating for inclusive employment opportunities. Promote service visibility, policy influence, and awareness at local and regional levels. |

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| **EQUALITIES:**  Implementation of the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. |

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| 1. Date drawn up |  |  |
| 2. Given to Post holder |  |  |
| 3. Confirmed by Line Manager |  |  |
| 4. Evaluated |  |  |
| 5. Uploaded onto Resourcelink |  |  |

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| **SKILLS & ABILITIES**  The Senior Employment and Skills Manager role requires the following skills and abilities:   1. **Strategic Leadership and Programme Management** – Ability to design, implement, and oversee employment and skills initiatives, ensuring alignment with local authority goals and funding requirements. (A/S & IS) 2. **Stakeholder Engagement and Partnership Building** – Strong ability to collaborate with government agencies, businesses, funders, and community partners to drive employment and skills development. (A/S & IS) 3. **Budget, Financial Management, and Performance Monitoring** – Experience in managing programme budgets, securing funding, and ensuring compliance with financial reporting. Capability to track key performance indicators (KPIs), assess risks, and drive continuous improvement of employability programmes. (A/S & IS) 4. **Knowledge of Employment Frameworks and Compliance** – Understanding of IPS and SEQF principles, as well as experience with external funding bodies and their monitoring requirements. (A/S & IS) 5. **Promoting the C2W service** – Ability to champion, represent, and promote the C2W Supported Employment service across the borough. As the public face of the programme, the Lead is responsible for increasing awareness, securing engagement from key stakeholders, and positioning C2W as a valuable and high-impact employment support initiative. (A/S & IS) |

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| **KNOWLEDGE**  The Senior Employment and Skills Manager role requires the following areas of knowledge:   1. **Employment and Skills Sector Knowledge** - Strong understanding of the delivery of Supported Employment models within local government and/or public sector contexts; in particular familiarity with the IPS and SEQF quality standards. (A/S & IS) 2. **Funding and Compliance Regulations** - Knowledge of funding mechanisms, monitoring, and reporting requirements for E&S programmes funded by DWP, GLA, Local London, and UKSPF. Understanding of compliance frameworks for employment support services, ensuring programme delivery meets legal and financial regulations. (A/S & IS) 3. **Labour Market Analysis and Strategic Programme Design** – Awareness of local, regional, and national labour market trends. Ability to analyse industry demands and funding opportunities to align services with market needs. Experience in developing and implementing employability strategies to ensure sustainability and impact. (A/S) 4. **Stakeholder Engagement and Partnership Building** - Expertise in working with government agencies, local businesses, training providers, and community organisations to deliver employability services and resident employment outcomes. (A/S & IS) 5. **Employability Good Practice** - Knowledge of best practices in employer engagement, workforce development, and inclusive employment strategies for disadvantaged groups. (A/S) |

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| **EXPERIENCE**  The Senior Employment and Skills Manager role requires experience in the following areas:   1. **Employment Programme Leadership and Management** - Proven experience in leading, designing, setting up, and managing employability programmes, including working with government funding initiatives like DWP, GLA, and UK Shared Prosperity Fund (UKSPF). Experience of IPS and SEQF delivery and principles is highly advantageous. (A/S & IS) 2. **Leadership and Stakeholder Engagement** - Experience in leading and managing teams within employment services, including supervising employment specialists, employer engagement staff, and programme managers. Strong background in stakeholder engagement, working with local employers, employability services, training providers, and community organisations to drive collaboration and secure opportunities. Experience working collaboratively with NHS clinical teams, social workers, housing services, or mental health professionals to deliver integrated employment support (A/S & IS) 3. **Financial and Performance Management** - Track record of budget management, financial oversight, project assurance and monitoring programme performance against KPIs. Experience with funding applications, reporting to external funding bodies, and ensuring compliance with financial regulations. (A/S & IS) |

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| **QUALIFICATIONS**   1. Degree or Equivalent Experience - A Bachelor’s degree in a relevant field such as Business, Economics, Social Policy, Public Administration, Education, Employment & Skills, or Social Work. (A/S) 2. Equivalent significant experience in employment services, skills development, or programme management may be accepted in place of a formal degree. (A/S) 3. Strong familiarity with the Supported Employment model’s quality standards IPS and SEQF principles is highly desirable. (A/S) 4. Training or certification in employability, skills development, or careers guidance (e.g., Level 4 or 6 in Information, Advice, and Guidance (IAG)) would be beneficial. (A/S) |

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| **SPECIAL REQUIREMENTS**  N/A |