



Head of Employment and Opportunity

Reports to:	Director, Community Development		
Department:	Community Development	Grade:	Hay 4
DBS Status:	Basic	Politically restricted:	Yes
Job Purpose:			
To act as the Council's principal advisor on employment, training and community opportunity. To lead policy and strategy development, and to assist the Council to influence, and respond, to public policy or regional initiatives. To lead the development and operation of Employment, Skills, Migration and Community Opportunity space. To achieve the borough's strategic priorities to improve residents' skills, access to quality employment, support growth in new industries and a create a diverse for residents. To provide effective leadership, including developing the cross – departmental "Lifelong Opportunities Strategy", and translating the strategy into measurable operational plans. To lead external partnerships with employment and skills partners, including the voluntary and community sector; alongside key policy and funding bodies including the West London Alliance, Greater London Authority, and Ministry of Housing, Communities and Local Government. To lead the development of internal council relationships to ensure outcomes are holistic, including work with children, young people and families, housing, hubs, health, Adult Social Care and Regeneration. To motivate and inspire staff to deliver excellent outcomes, to raise skills and aspiration across the borough, and to help Brent residents to access a wide range of opportunity and sustain quality employment. To provide an excellent adult and community learning service that is focussed on the highest standards, employment outcomes and the health and wellbeing of residents. To provide an excellent and tailored support offer to migrating communities, those who are NEET and other priority groups experiencing disadvantage To ensure that the service is run on a sound financial basis, capitalises on opportunities for growth and innovation and promotes entrepreneurial approaches. Actively seek opportunities to create and promote outreach and other off-site provision, as well as co-location opportunities to help embed opportunities within the heart of local communities.			
Values			
Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious.			

Celebrate and share our success.

Principal Accountabilities

1. Lead the development and implementation of the council's strategic approach and priorities for employment, skills, migration and community opportunity.
2. To assist the council to influence, and respond, to public policy, Government or regional initiatives in the Employment, Skills and Migration space.
3. To shape, anticipate, guide and implement changes in response to the Government, regional, and sub-regional agenda.
4. Lead the development and advancement of the employment, skills agenda across the Council and with external partners.
5. Act as the council's principal advisor on employment, skills, enterprise.
6. Lead the development and advancement of the council as a Borough of Sanctuary to Migrating communities and other disadvantaged groups
7. Oversee the implementation of the council's 10 – year commitment to the Black Community Action Plan and wider community-based initiatives.
8. Lead the development and implementation of new operational and delivery arrangements, reflecting best practice.
9. Plan, co-ordinate and deliver projects that contribute to the achievement of the objectives of the council's Borough Plan objectives.
10. Ensure that the service responds effectively to changes in the funding framework and/or demographic, social and economic trends and is seen as a responsive, innovative provider.
11. Lead and direct the service's management team to achieve high performance and effective operational delivery, supported by systematic performance reviews and outcome targets.
12. Identify, assess and manage risks in all aspects of the operation, including new delivery models and commercial ventures.
13. Work collegiately across the council to make a proactive contribution to delivering departmental and corporate objectives.
14. Work closely with the Operational Director to support effective working relationships with relevant portfolio holders/Members.

Staffing and culture

15. Lead, manage and develop staff to deliver the best possible outcomes for residents and businesses in the borough, with a focus on commitment, accountability and ambition.
16. Maintain a positive, responsive staff culture, characterized by high morale, effective professional development, and good employee relations.
17. Embrace and promote core council values, ensuring staff understand their importance and reflect them in their work.

Provision, Standards and Quality

18. Build and extend the quality of training and employment support, with a focus on increasing enrolments, diversifying opportunities, widening participation and engagement of both disadvantaged and priority groups.
19. Ensure that curriculum development and job brokerage opportunity is informed by a comprehensive understanding of local needs, employer requirements and the wider provider market.
20. Act as the lead officer for external inspections of the service area and ensure that all teaching, assessment and employment support services are delivered to the highest standard, so that all may progress according to their individual needs, aspirations and aptitudes.

Partnerships and External Relations

21. Act as an ambassador and advocate for the service, ensuring that the service is appropriately and effectively represented at local, regional and national levels.
22. Build and maintain effective working relationships with professional bodies, funders, voluntary and community groups, developing mutually beneficial alliances,
23. Identify opportunities to shape and influence national policy and access external funding
24. Lead strategic engagement with local employers and develop a range of partnerships both to respond to their employment and training needs and to maximize employment and related community-based opportunities for local residents.

Finance, Resources and Control

25. Ensure the service is run on a sound financial basis and operates within budget, and plan strategically to ensure the future viability of the service.
26. Maximise external funding and commercial opportunities to assure the financial sustainability of the service and to enable its growth, with a focus on value for money and revenue generation.
27. Ensure that the service's buildings and physical resources are effectively managed and improved over time, using funding from a range of sources where possible.

28. Ensure there is proper and effective operation of planning, curricular, financial and management information controls across the service.

General

29. Carry out duties with due regard to the Council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures

30. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

31. Undertake any other duties commensurate with the general level of responsibility of this post.

Job Context:

Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations, and government functions involving the use of a wide range of interpersonal skills.

Ensures professional standards and continued improvement in service outcomes for adult learners, local unemployed people, and businesses.

Developing partnership working with other local authorities, public sector organisations, employers and other stakeholders.

Management and leadership of a high-performance team.

Lead role in the development of the Council's services in this area.

Operates within a framework set by Corporate and Departmental Management teams but with considerable freedom to shape services.

Leads on policy and development and ensures implementation of new legislative and funding requirements

Ensures high professional standards

Knowledge, Qualifications & Skills

Knowledge and Qualifications

- Evidence of significant relevant Continuing Professional Development (CPD).

- Understanding of policy, programmes and good practice regarding employment support, education and working with the voluntary sector
- Knowledge of migrating and disadvantaged communities and relevant needs
- The legislative, funding, accreditation and inspection frameworks within which the organisation operates, including relevant Government priorities and expectations and new challenges
- The education and training needs of adults in the local operating context.
- An understanding of unemployment and social exclusion in disadvantaged and vulnerable communities.
- Understanding of the implications and opportunities of national and London-wide programmes
- Appreciation and understanding of challenges and opportunities for businesses across different sectors within a changing economic, environmental and political context.

Experience

- Senior level leadership of customer focused services and continuous service improvement, community development, education, training or employment related organisation of similar scope and complexity.
- Demonstrable and successful experience of leading strategy development and effective problem solving/resolution.
- Developing and sustaining successful partnerships with a wider range of external bodies representing an organisation on a local, regional or national stage
- Experience of managing complex budgets, including identifying and implementing new funding opportunities.
- Experience of and working in a political environment, including briefings to elected Members, senior officers, partners, communities and local groups. As well as presenting reports to committees, partnerships and other Boards.
- Experience of performance management and evidence of using management information to deliver planned outcomes, within a team environment and individual basis.

Skills and Abilities:

- Strong leadership and management skills including people, performance and financial management
- Highly effective communication, negotiating and influencing skills
- Work collaboratively across departments whilst fostering a strong team spirit.
- Creativity and drive to promote and maintain strategic and operational impetus and a positive impact
- Strong role model who demonstrates a personal commitment to high standards of service, honesty and integrity and professionalism.
- Passion and enthusiasm to promote change and motivate others to succeed.
- Ability to work with and understand community networks and form working relationships with people from a range of backgrounds

Budget Responsibility and Overall Headcount

Overall Description

Directly responsibility for 3.2 m expenditure

Responsible for grant allocation on behalf of the Home Office, GLA, DfE, Skills Funding Agency, some Section 106 and Community Infrastructure Levy funding and other smaller grants

Four direct line management reports covering all staff in the Employment & Skills service (approximately 50 FTE, plus up to 80 sessional tutors) Migration and Community Opportunity Teams.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs