

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Skills and Opportunities Strategic Lead	Grade: PO6
Section: Organisational Development (OD)	Directorate: Change and Innovation (C&I)
Responsible to following manager: Assistant Director (AD) for Organisational Development (OD) And Internal Communications	Responsible for following staff: Organisational Development (OD) Lead – Apprenticeships and Early Careers
Post Number/s:	Last review date: October 2024

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- Lead and evaluate the implementation of government policy relating to the Apprenticeship Levy (and its successor, the ‘Growth and Skills Levy’), ensuring its use is optimised, to effectively support the needs of borough residents and employers, particularly recognising the importance of apprenticeships in greater social mobility.
- Lead on advising internal stakeholders including Organisational Development, Economic Development and Wandsworth Lifelong Learning Teams to align the council’s own provision within the Wandsworth Skills Offer and to act as an exemplar to the wider community. Support internal Council initiatives such as aligning social value propositions in the procurement process.
- Collaborate with senior leaders to integrate inclusive work-force recruitment and development initiatives e.g. internships, apprenticeships, as set out in the Wandsworth Skills Offer.
- Work collaboratively with the Wandsworth Communications Team to design, implement and evaluate an integrated and branded campaign to promote the Wandsworth Skills Offer to residents and employers.
- Work with key external stakeholders, encouraging provider collaboration that enhances the Wandsworth Skills Offer. Draw upon existing partnership structures such as the Employment and Skills Taskforce.

Specific Duties and Responsibilities

1. Collaborate with Council colleagues and external stakeholders to establish, develop and maintain, a new integrated strategic partnership, to be known as the “Wandsworth Skills and Opportunities Group” (WSOG), whose purpose is to expand participation in apprenticeship and alternative skills-building and learning opportunities for residents and businesses.
2. Consult co-ordinate and plan, impactful and sustainable partnership activity by developing and overseeing the WSOG Action Plan, to deliver real benefit to a range of stakeholders, including the council, large companies, Small-Medium Enterprises (SMEs), public and third sectors organisations, thus improving the career prospects of Wandsworth residents.
3. Ensure the strategies and activities of the WSOG are aligned to optimise Levy expenditure and other publicly funded programmes including Greater London Authority (GLA), Department for Education (DfE) and Education and Skills Funding Agency (ESFA). Monitor developments in government policy relating to skills funding to ensure that local strategies align with government reforms.
4. Lead the governance of the Wandsworth Skills Offer Group through the establishment of internal and external working groups, devising success measures and reporting on progress.

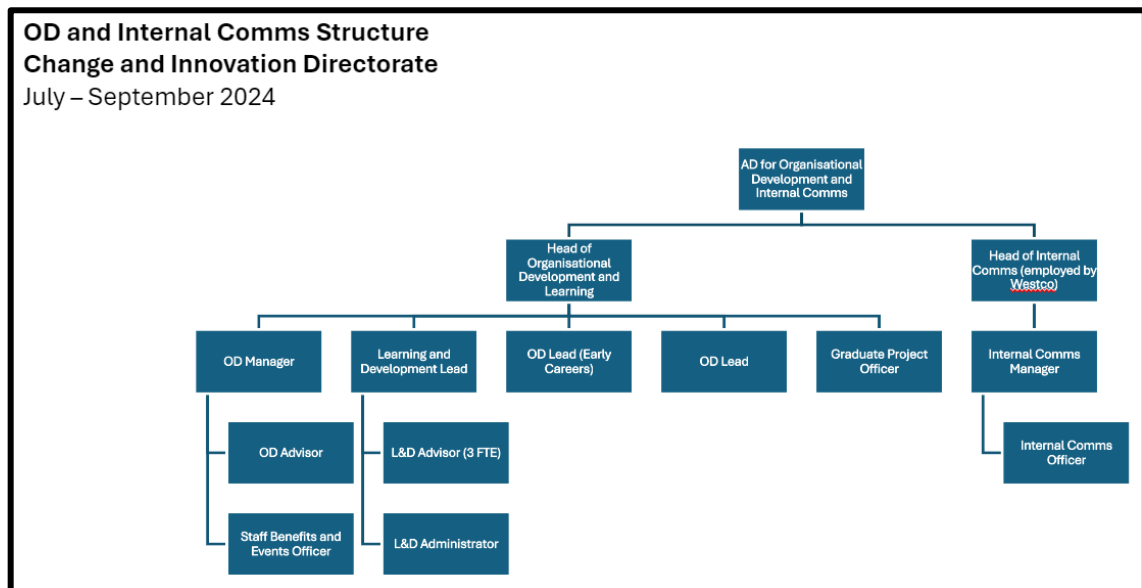
5. Build and maintain relationships with learning providers, universities and the Council's Lifelong Learning team to ensure there is access to a wide range of highly regarded apprenticeships and related skills opportunities with an offering that meets the needs of the local labour market and the community.
6. Develop and oversee the delivery of programme plans and proposals for agreed thematic areas, including skills shortage areas and local initiatives e.g. London Borough of Culture (LBOC), to provide tangible employment and skills opportunities, securing stakeholder input and commitment.
7. Collect and analyse data, develop reports specific to labour market needs, apprenticeships and apprentices across the Council and stakeholders within the borough. Analyse workforce demographics and trends, providing insights to inform inclusive strategies and goals.
8. Work closely with internal and external stakeholders to support sustainable employment and career development opportunities for borough residents, especially those at most disadvantage in the labour market. Work with all stakeholders to remove barriers to apprenticeship and skills opportunities for residents with additional needs and circumstances (e.g. veterans, those with criminal records and protected characteristics).
9. Working collaboratively with the Wandsworth Council Communications Team develop, deliver and evaluate a Communications Strategy that supports access to learning and celebrates successes with a particular emphasis on vulnerable groups.
10. Work closely with Economic Development colleagues to develop an integrated skills and employment offer through the Council's Work Match service and with other employment support providers.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure*



*This team structure is currently under review and subject to change.

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Comprehensive and contemporary knowledge of Apprenticeships and related skills offers.	X		A/I
Comprehensive knowledge of the current and emerging skills policy and funding landscape.	X		A/I
Knowledge of place- based labour market provision and interventions, especially regarding challenging inequalities and promoting inclusion (in Wandsworth).	X		A/I
Knowledge of the employer operating environment and the role of organisational development.		X	A/I

Good understanding of quality assurance, including the Ofsted Education Inspection Framework.		X	A/I
Experience	Essential	Desirable	Assessed
Delivering or brokering apprenticeships and related skills interventions.	X		A/I
Informing and advising managers on relevant apprenticeships, workplace initiatives and associated regulations to support recruitment practices.	X		A/I
Commissioning high quality providers and finding solution focused approaches to sustain advantageous working arrangements.	X		A/I
Working with a range of partners and stakeholders to broker and develop collective strategies and interventions.	X		A/I
Leading, supporting and participating in multi-stakeholder meetings and events.	X		A/I
Operating in a political or public sector environment.		X	A/I
Skills	Essential	Desirable	Assessed
Excellent relationship management, negotiation and persuasion skills.	X		A/I
Strong organisational skills, including managing multiple information sources	X		A/I
Excellent team working and collaboration skills, especially in a change environment	X		A/I
Excellent written and verbal communication skills	X		A/I
Qualifications	Essential	Desirable	Assessed
Educated to degree level (or to an equivalent education or experience level)	X		C
Achieved or willing to work towards recognised and accredited management qualifications	X		A/I/C

A – Application form / CV

I – Interview

T – Test

C - Certificate