**Job Profile comprising Job Description and Person Specification**

**Job Description**

|  |  |
| --- | --- |
|  **Job Title:** Strategic Hub Lead – Careers Hub (Fixed term) | **Grade**: PO5 £ 47,354 - £55,710 |
| **Section:** South London Partnership | **Directorate:** Chief Executive |
| **Responsible to following manager:**Head of Economy Skills and Employment | **Responsible for following staff:**Operational Hub Lead – Careers HubHealth and Care Work Experience Officer |
| **Post Number/s:** RWASL01 | **Last review date:** 10th December 2021 |

**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**

The south London Careers Hub is part of a national network of careers hubs, supporting the delivery of quality careers education in schools, colleges, special schools, pupil referral units, and alternative provisions across south London. On behalf of the Careers & Enterprise Company and the Greater London Authority, South London Partnership broker collaborations between industry and educational partners to strengthen careers education for 11-18-year olds.

Careers Hubs build on the tried and tested model of partnership and collaboration where the virtual Hub is the centre point of a localised careers offer. Careers Hubs lead these partnerships of schools, colleges, South London Partnership, local authorities, local businesses and careers providers, helping young people build the knowledge and skills aligned closely to local skills and economic need, through a tailored careers education programme.

The South London Partnership Strategic Lead is responsible for the successful delivery of the Careers Hub programme in south London and will lead and drive the Career Hub Team to deliver systemic change in careers education in south London.

**Specific Duties and Responsibilities**

* Lead and drive sustainable system change in careers provision within the hub and as part of the -national network of Careers Hubs across England by ensuring the hub is at the centre of local careers provision and policy making decisions
* Lead and drive cross sector engagement and collaboration to ensure all young people can access high quality careers and enterprise education that aligns with national, regional, sub-regional and local priorities including: Get Britain Working, South London Local Skills Improvement Plan, The London Growth Plan and other related growth, economic and skills priorities, ensures improved career outcomes and achieves sustainable change in careers provision at a local and national level.
* Lead and manage a team of delivery professionals and volunteers to provide high quality careers provision in accordance with the best practice outlined in Gatsby Benchmarks, and the Grant Funding Agreement
* Effectively manage the Careers Hub funding to ensure that the Careers Hub deliverables are met on time and within budget, this includes collating, managing and submitting quarterly financial and quality impact returns to the funder.
* Lead on all contract and performance management with the funder and initiate internal project management and funding management meetings with the Head of Economy, Skills and Employment and the SLP Director.
* Develop short and long-term strategies for the Careers Hub with clearly defined and measurable outcomes that evidence sustained change in careers provision for all young people.
* Manage and refine the Careers Hub strategic plan that aligns to local economic and skills priorities, achieves sustained change in careers provision and meets the Grant Funding Agreement.
* Work closely with Operational Hub Leads to ensure the team are supported to achieve results as identified in the strategic plan and Grant Funding Agreement.
* Develop and maintain an accountability culture and climate where staff and stakeholders are empowered to achieve results, embedded by structured processes for setting objectives, tracking progress and providing support and direction to address performance gaps.
* Strengthen the governance groups of relevant local senior stakeholders to support and steer the direction of the Careers Hub and act as a guiding coalition to enable change.
* Engage and influence senior cross sector leaders and stakeholders to support the delivery of the strategic plan by providing inspiration, thought leadership and driving cross sector engagement and collaboration to deliver the strategic plan.
* Strengthen the culture and process for continuous improvement, fostering innovation, embedding quality assurance and driving sustainable change across the team and the wider hub community.
* Evidence impact and elevate the achievements of the Careers Hub ensuring it is established as the beacon of best practice, able to influence policy and wider practice on careers across the region and nationally.
* Develop a system to cascade the learning and scale best practice from within the Hub to schools, colleges, and delivery partners beyond the hub to drive sustainable change in career provision for all young people.
* Provide robust contract management, financial and risk management and tracking and reporting on key deliverables. Ensure clear accountabilities, transparency and decision-making structures are in place to ensure the hub budget and Grant Funding Agreement reporting requirements are achieved.
* Collaborate with other Hub Leads to support peer to peer learning, engage with action learning sets, scale best practice and be part of the movement that is driving sustained change in careers provision at a national, regional as well as local level.
* Establish and embed a research and evaluation methodology to demonstrate the impact of the Careers Hub.

**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.

**Additional Information**

**Team structure**

****

*When advertising externally please add the current team structure here and remove the sentence above.*

**Person Specification**

|  |  |
| --- | --- |
|  **Job Title:** Strategic Hub Lead – Careers Hubs | **Grade**: PO5 £ 47,354 - £55,710 |
| **Section:** South London Partnership | **Directorate:** Chief Executive |
| **Responsible to following manager:**Head of Economy Skills and Employment | **Responsible for following staff:**Operational Hub Lead – Careers HubHealth and Care Work Experience Officer |
| **Post Number/s:** RWASL01 | **Last review date:** 10th December 2021 |

**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](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) 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** |
| An understanding of school culture and the challenges faced by schools in delivering careers and enterprise education. | **A/I** |  |  |
| An understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people. | **A/I** |  |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Demonstrable experience and success of leading and managing a multi discipline field-based team that works with multiple stakeholders. | **A/I** |  |  |
| Demonstrable experience of managing performance, objective setting aligned to organisation goals and proactively addressing underperformance and coaching for improvement | **A/I** |  |  |
| Experience of strategic/ business planning, vision and mission creation. | **A/I** |  |  |
| A proven track record of engaging with and influencing senior, cross sector stakeholders to drive collaboration and affect change. | **A/I** |  |  |
| A proven track record of working with and navigating ambiguity. |  | **A/I** |  |
| A strong track record of communicating with a variety of audiences, preferably in the education and careers sector. | **A/I** |  |  |
| Strong evidence of initiating and managing the successful delivery of projects with impact and evaluation at their core to drive sustainable change. | **A/I** |  |  |
| An understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people. | **A/I** |  |  |
| A proven track record and understanding of contract management and grant funding and the fiscal and risk management associated with this. | **A/I** |  |  |
| A track record of achieving results in a matrix management structure and achieving balance between central and local management structures. | **A/I** |  |  |
| Experience of leading and managing programmes with volunteers from business  |  | **A/I** |  |
| Experience of marketing and promotions communications and strategies to engage stakeholders. |  | **A/I** |  |
| Up to date knowledge of the careers education sector and the wider economic, political and social drivers of business for engaging with and supporting schools, colleges and young people.  | **A/I** |  |  |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Strong leadership skills, able to set, communicate and inspire stakeholders to achieve a clear vision. | **A/I** |  |  |
| Highly effective at strategic planning/ business planning and managing performance against the outcomes within a plan. | **A/I** |  |  |
| Focused and applies continuous improvement in all aspects of their work. | **A/I** |  |  |
| Strong relationship management skills, able to engage and influence stakeholder at all levels across a range of sectors both commercial and third sector. | **A/I** |  |  |
| Able to inspire and drive collaboration with a diverse range of stakeholders at all levels to drive results and affect change. | **A/I** |  |  |
| Articulate and confident public speaker and excellent communicator. | **A/I** |  |  |
| Excellent people management skills – able to set clear objectives, build accountability and empower a team to deliver on strategic outcomes. | **A/I** |  |  |
| Motivational, able to encourage and influence others to drive results. |  | **A/I** |  |
| Proficient contract manager, fiscally competent and able to manage and mitigate risk. | **A/I** |  |  |
| Highly organised - Proactive and can work autonomously, well developed time management skills and applies effective priority setting strategies. | **A/I** |  |  |
| Resilient, tenacious able to remain calm under pressure to achieve goals and remain focussed. | **A/I** |  |  |
| Able to manage ambiguity and achieve a balance between the demands of the local vs central management structures and priorities. |  | **A/I** |  |
| Competent user of mainstream IT software, web-based technology and social media. |  | **A/I** |  |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| **Relevant professional qualification and/or professional experience** | **A/I/C** |  |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**