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

**Job Description**

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|  **Job Title:** SLP Employment and Skills Project Officer  | **Grade**: PO1 |
| **Section:** South London Partnership | **Directorate:** Chief Executive  |
| **Responsible to following manager:**SLP UKSPF Programme Lead  | **Responsible for following staff:**n/a |
| **Post Number/s:** RWE1023 | **Last review date: 01/10/24** |

**Working for the South London Partnership under the Richmond/Wandsworth Shared Staffing Arrangement**

The South London Partnership (SLP) is a cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton. It has a small dynamic core team working closely with politicians, chief executives, senior managers and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including health, skills and innovation.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need. All SLP post are employed under the Richmond and Wandsworth Shared staffing Arrangement.

**Job Purpose**

* Assist the UKSPF Programme Lead, the Head of Economy, Skills and Employment and other senior officers by taking forward project work on the delivery of plans relating to the devolved UK Shared Prosperity (UKSPF) funding as they relate to employment and skills across the SLP area.
* Manage discrete projects relating to UKSPF funded activity across the SLP boroughs.
* Assist the Head of Economy Skills and Employment and the UKSPF Programme Lead in establishing and maintaining project reporting in relation to other SLP employment and skills activity including UKSPF, no wrong door, careers hubs, green skills academy and the South London LSIP
* Ensure that robust project reports and data sets are produced, and an analysis is completed in each discrete area as they arise.

**Specific Duties and Responsibilities**

* To co-ordinate and provide project support, relating to UKSPF activity across the SLP boroughs.
* To work with the UKSPF Programme Lead to coordinate specific areas of work relating to the project and administrative arrangements for a sub-regional programme that identify economically inactive and unemployed residents, provide impartial advice and guidance, and connect them to support programmes and organisations, most suitable to their needs.
* To provide project information and data analysis required for the above project
* To provide project support to other SLP employment and skills project activity as required.
* To provide support to commissioning and contract management of financial information for each of the above area projects.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the SLP.
* 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 the SSA’s policies, 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 role within the council.
* 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**



Employment & Skills Project Officer

**Person Specification**

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| **Job Title:** SLP Employment and Skills Project Officer  | **Grade**: PO1 |
| **Section:** South London Partnership | **Directorate:** Chief Executive  |
| **Responsible to following manager:**Head of Economy Skills and Employment | **Responsible for following staff:**n/a |
| **Post Number/s:** | **Last review date:**  |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| A good understanding of the employment and skills opportunities and challenges across the South London Partnership areas | **A/I** |  |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of administering and supporting delivery of projects and programmes, including contract and compliance measures | **A/I** |  |  |
| Experience of working with councils on employment and skills activity | **A/I** |  |  |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Ability to collect, collate, summarise and analyse information and draft high quality reports for management | **A/I** |  |  |
| Competence in the use of Microsoft Word, Excel. Basic knowledge of and ability to use standard IT packages (Microsoft Office and Outlook) | **A/I** |  |  |
| Ability to develop, maintain and review a range of different project management reporting, including information technology systems | **A/I** |  |  |
| Ability to organise and prioritise own workload, to work under pressure and meet deadlines | **A/I** |  |  |
| Good oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts | **A/I** |  |  |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Level 3 qualification or equivalent work experience  | **A/I** |  |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**