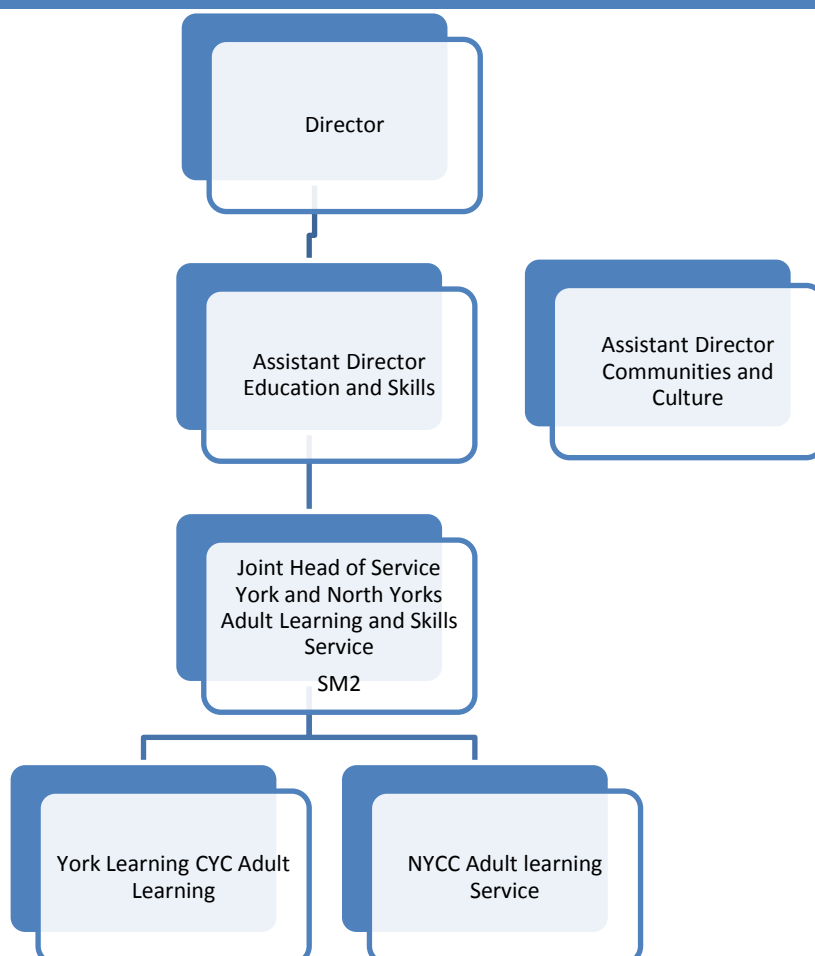


Job profile

Service and job specific context statement

Directorate:	Children and Young People's Service
Service:	Education & Skills
Post title:	Joint/Executive Head of Service, Adult Learning and Skills York and North Yorkshire
Grade:	SM2
Responsible to:	Assistant Director Education & Skills
Staff managed:	Manages a group of managers
Date of issue:	August 2019
Job family:	E - Education/School

Structure



Job profile

Job Description

Directorate: Children and Young People's Service

Service: Education & Skills

Job purpose	To lead the management and development of North Yorkshire County Council and City of York Council, Adult Learning Services ensuring they both deliver a learning and skills strategy in line with aims, objectives, priorities and funding for York and North Yorkshire.
Operational management	<ul style="list-style-type: none"> To provide leadership to both York and North Yorkshire's adult learning services to ensure they deliver effective programmes of learning to a range of young people and adults with a particular focus on those from disadvantaged and marginalised communities To lead the respective teams of senior managers within York and North Yorkshire adult learning services to deliver learning to adults in line with the vision and mission statements of the two services. To ensure appropriate resources are available to ensure effective delivery in line with contracts and service level agreements, including ensuring that budgets are aligned effectively to be both effective and efficient To manage the adult learning budgets to ensure that cost controls are in place and resources are managed effectively. To work with the team of Adult Learning staff to ensure that appropriate quality improvement procedures are in place for the service including the preparation of the annual Self-Assessment Report and Quality Improvement Plans for adult learning To ensure the delivery of learning programmes aligns with the Education Inspection Framework (EIF) To oversee the implementation of any necessary improvement work as a result of self-assessment or other improvement processes
Communications	<ul style="list-style-type: none"> To work closely with other officers and members to ensure that appropriate links are made to enhance the learning and skills services and other council services. To interpret and disseminate information to learning and skills service staff on national and regional initiatives involving learning & skills. To ensure that the services are promoted in a positive manner both internally and externally To represent both Local Authorities on the appropriate partnership boards including strategic learning and skills focussed bodies. To lead on preparing and presenting regular reports to appropriate committees across both local authority areas including, Executive Members, the Executive and Scrutiny Committees on matters relating to learning and skills.
Partnership / corporate working	<ul style="list-style-type: none"> To liaise with and operate both individually and as a team member, in collaboration with colleagues from other agencies. Notably the LEP, DFE, RSC, Education and Skills Funding Agency To work within the agreed performance management frameworks for the monitoring and review of performance outcomes.

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	<ul style="list-style-type: none"> To ensure that the services respond to and work with local communities of York and North Yorkshire to co-produce programmes that support individuals and communities taking account of both their needs and ambitions Where appropriate work with partners to develop effective delivery model, especially where partners have expertise of working with particular groups and communities. To ensure where provision is sub-contracted that this is appropriately managed and that partners understand the ambitions and vision of the respective services.
Resource management	<ul style="list-style-type: none"> Prioritise and allocate staffing to support managers in discharging their responsibilities for meeting the needs of the services. Provide leadership, strategic direction and management of the services of York and North Yorkshire through the establishment and promotion of service and individual objectives, services performance plans, priority setting, reviews and performance appraisal. To effectively manage, support and appraise learning and skills staff as appropriate and in accordance with appropriate policies and procedures. To support and develop new funding streams and other income generation activities including supporting successful bid writing working with partner organisations and funders to ensure that resources are secured to develop new work. Be responsible as the budget holder for resources in respect of allocated budgets within the respective Council's scheme of delegation of financial responsibility. To oversee the services in such a way as to protect its financial and operational viability by maintaining current levels and securing additional business to maximise income generation.
Systems and information	<ul style="list-style-type: none"> To advise and provide information and reports to members and senior officers on learning and skills and other related matters. To ensure that information is provided to the Education and Skills Funding Agency and other agencies as necessary in a timely and appropriate way. To ensure that the service is compliant with the relevant data legislation and that the services safeguards personal information and data in respect of staff and learners.
Strategic management	<ul style="list-style-type: none"> To lead policy and strategic developments for the respective services. To explore the potential for and make recommendations regarding a shared management structure for the two services that will support effective delivery of adult learning and skills and the stated priorities of the two Councils. To ensure that combined ambitions for adult learning are developed across the sub-region and are implemented in a cost-effective way across the two council areas. To contribute to the broader policy-making agenda of both local authorities at an appropriate level. To interpret, national, regional and local plans and strategies and relevant legislative guidance, with a view to creating innovative and deliverable local projects which meet the needs and ambitions of local residents and communities. To ensure the services contributes to and delivers against strategic priorities of the LEP in relation to adult learning and skills.
Safeguarding	<ul style="list-style-type: none"> To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate

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- To ensure that the services safeguarding arrangements are understood and put into operation including appropriate reporting of potential safeguarding concerns
- Be responsible for promoting and safeguarding the welfare of vulnerable adults and young people that you come into contact with
- Promote the governments "Prevent" initiative to keep learners safe from radicalisation.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Current issues in learning and skills including those that relate to policies, strategies and funding regimes. • Thorough understanding of the operating context of a local authority adult learning service and the challenges services face. • Understanding of organisational structures and how effective management arrangement support good educational provision • Policy and skills context and understanding this. • Good understanding of the context and aspirations for the delivery of local community based adult learning. • Quality Assurance and Inspection Processes that relate to adult learning. • Management and organisational arrangements that apply to adult learning services • Knowledge and understanding of Ofsted frameworks and how they apply to the context of community based adult learning services 	<ul style="list-style-type: none"> • Employment legislation
Experience <ul style="list-style-type: none"> • Management and leadership at a senior level within a local authority, college or training organisation • Experience or understanding of SEND and local delivery including working with sub-contractors in non-traditional adult learning settings. • Substantial experience of adult learning including an understanding of the challenges and context for local community delivery. • Substantial experience of managing a complex organisations ensuring that effective management structure deliver good outcomes for learners. • Financial management with experience of successful management of significantly large and complex budgets, including managing income streams with considerable variations • Seeking external funding in pursuit of organisational objectives • Preparing and presenting reports to senior boards, for example governors, elected members or senior management teams including ability to present complex issues in an understandable manner 	<ul style="list-style-type: none"> • Working with the media initiatives, technology and software and interpret information. • Operating Quality Assurance Systems

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<ul style="list-style-type: none"> • Leading work with partners on issues of mutual interest, which require building collaborative partnerships • Managing external Inspection of learning and skills organisations including experience of managing Ofsted Inspections or similar requirements • Experience of strategic planning, policy development and implementation, • Good understanding and delivery of performance management that supports strategic and operational targets • Experience of developing, leading and implementing organisational culture change within a large diverse organisation • Successful management of budgets and staff • Substantial experience of collaborative and partnership working especially in building partnerships which are mutually beneficial. 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Highly developed leadership style and skills, suited to a collaborative approach to management • Ability to support the development of strong high performing teams embracing an agreed vision and culture • Highly effective influencing and negotiating skills • Highly effective interpersonal skills enabling working with a wide variety of different people from a wider variety of different organisations • Customer-facing role requiring the ability to converse at ease with customers and provide advice in accurate spoken English Ability to set clear objectives • Successful bid writing with demonstrable • Clear and concise verbal and written skills • Strong communication skills • Appropriate ICT skills to effectively lead and manage a complex service ensuring good lines of communication in a variety of appropriate mediums • High level data analysis and analytical skills and an ability to tailor interpretation of data to suit the audience. • High level presentation skills and clear understanding of the need to use different approaches with different groups of people 	
<p>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</p> <ul style="list-style-type: none"> • A relevant professional qualification at degree level or equivalent in or a related field. 	<ul style="list-style-type: none"> • Leadership and Management qualification • Qualifications specific to learning and skills • adult learning
<p>Other Requirements</p>	

Job profile

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| <ul style="list-style-type: none">• Ability to travel across North Yorkshire and York• Ability to attend meetings outside of normal business hours• Understanding of equal and diversity issues and an ability to challenge discrimination | |
| Behaviours | Link |

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.