



## **ROLE DESCRIPTION**

<b>Job Title</b>	Director- Employment, Skills and Inclusion
<b>Salary Band</b>	Competitive
<b>Reporting to</b>	Executive Director- Investment and Delivery
<b>Service Area and sub area</b>	Employment, Skills and Inclusion
<b>Political Restriction</b>	This post is politically restricted

### **1. Primary Purpose of the Post**

As the Employment, Skills and Inclusion lead for the Combined Authority, the Director will be accountable for providing high quality leadership and direction of the commissioning and delivery of Employment, Skills and Inclusion programmes across the city region.

The role will:

- Be accountable for providing leadership to develop, commission, deliver and manage a portfolio of employment, skills and inclusion programmes that attract new opportunities and enable people in the region to fully participate in, and contribute to, economic growth.
- Be lead accountable Director for the Combined Authority for employment, skills and inclusion, working across all service areas, partners and government departments to facilitate, lead and direct as required.
- Ensure that LCRCA acts as a system leader, bringing stakeholders and partners together to achieve our collective goals, while also overseeing a set of major programmes for which LCRCA is directly responsible.
- Oversee the development and implementation of the integrated settlement across employment support, skills and inclusion.
- Support the Executive Director of Investment and Delivery in delivering LCRCA's ambitious aspirations which are in line with our economic, environmental and social impact goals.
- Be a proactive, collaborative member of the LCRCA Directors Forum and Investment and Delivery Directorate Leadership Team.

### **2. Your responsibilities**

The Director for Employment, Skills & Inclusion will:



- Provide regional systems leadership of Employment, Skills and Inclusion in line with the expectations of a Mayoral Strategic Authority.
- Work with stakeholders from across the Employment, Skills and Inclusion eco-system, including health; to develop effective services, interventions, programmes and systems that improve the lives and life chances of LCR communities.
- Lead the development and delivery of the LCRCA's Employment, Skills and Inclusion area; this will entail directing and developing an effective work programme for the team.
- Develop and lead a multi-faceted high-performing team, made up of a range of specialist professionals, external consultants and internal staff; ensuring the team's work is effectively prioritised and keeps pace with wider Government and city region changing priorities.
- Develop strong, working relationships with partners and stakeholders across the city region, including local authorities, FE Colleges and training providers, job centre plus, business groups, schools, health systems, and voluntary and community sector organisations.
- Lead the development and delivery of a programme of schemes through the accountability of the lead officers allocating resources, developing robust business cases that deliver value for money, coordinating bids, managing risks & opportunities within the CA risk management framework and providing leadership and inspiration to deliver service excellence.
- Provide strategic direction on all aspects of development and delivery of capital and revenue investment. Grow and manage a vast array of external funding, including through the integrated settlement, maximising the economic, financial and operational viability of programmes that support the City Region's strategic ambitions.
- Develop and maintain strong relationships with key HM Government departments and sector partners to influence and gain support for the LCRCA's ambitions and objectives around the employment, skills and social inclusion agenda.
- Provide briefings, advice and guidance as necessary including to the Mayor, Cabinet Members, Executive Leadership Team, local authorities, Government Ministers, senior government officials, as appropriate.
- Share and communicate a clear understanding of the LCRCA priorities across employment, skills and inclusion programmes.

Support the Investment and Delivery Directorate Leadership team on the employment, skills and inclusion agenda.

### **3. General Senior Leadership Responsibilities**

- Effective leadership, recruitment and management of staff within a Service/group of functions encouraging a continuous improvement ethos to develop outstanding



services/functions, where VFM (value for money) is delivered and where innovation can flourish.

- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Support the implementation of the City Region's wider Devolution agreement and strategic priorities.
- Support the development of effective city region and cross-portfolio collaboration including through the integrated settlement.
- Foster a positive working and learning environment, ensuring effective team leadership which champions and encourages display of organisational behaviours and fosters good working relationships.
- Contribute to the preparation of corporate plans, business planning, risk registers and budgets leading on Service Plans, risk registers, budgets and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with Combined Authority's performance management framework, delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.
- Provide leadership, direction and support in the development of concepts and business cases for public service innovation, public service reform and use of AI in regional public services.
- Provide strategic advice and oversee core portfolio processes, budget, information, and people management.
- Demonstrate the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of equality impacts of decisions on all Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken
- Share and communicate a clear understanding of the Combined Authority priorities across the Directorate.
- Ensure compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement
- Comply with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority.
- Display organisational behaviours of LCR First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations



outlined in the Combined Authority Leadership Charter to inspire and empower the wider Combined Authority team.

- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority Corporate plan.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns and foster social capital and resilient communities.
- Promote the work of the Combined Authority and LCR locally and nationally, championing local decision making and 'Devolution by Default'.
- Be responsible for the wellbeing and health and safety of staff in line with organisational policies and guidance around attendance at work and health and safety.
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Deputise for the Executive Director as appropriate.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This role description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. There is recognition that the Combined Authority is likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change.



## PERSON SPECIFICATION

**Job Title:** Director of Employment Skills and Inclusion

<b>Criteria</b>		
<b>Qualifications and Training</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Relevant Degree or Equivalent	<b>E</b>	<b>A</b>

<b>Experience and knowledge</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Record of achievement in a similar role, of operating in a complex environment, preferably in regional and/or central government or relevant agency	<b>E</b>	<b>A &amp; I, AC</b>
Direct experience of successfully developing and leading employment support and/or adult skills programmes	<b>E</b>	<b>A &amp; I, AC</b>
Experience of strategic commissioning and contract management	<b>E</b>	<b>A &amp; I, AC</b>
Experience of developing an effective approach to programme and project development and analysis which can inform and influence strategic direction, initiative development and implementation	<b>E</b>	<b>A &amp; I, AC</b>
Experience of leading teams, providing direction and managing performance	<b>E</b>	<b>A &amp; I, AC</b>
Experience of operating effectively and collaboratively as part of a senior team	<b>E</b>	<b>A &amp; I, AC</b>
Experience of building effective strategic working relationships with a wide range of stakeholders	<b>E</b>	<b>A &amp; I, AC</b>
Evidence of negotiating, influencing and giving advice to politicians, senior managers and partner organisations	<b>E</b>	<b>A &amp; I, AC</b>
Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice	<b>E</b>	<b>A &amp; I, AC</b>
Experience of influencing Government policy and direction	<b>E</b>	<b>A &amp; I, AC</b>

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Ability to lead, inspire and motivate others within a culture of proactive delivery and continuous improvement	<b>E</b>	<b>A &amp; I, AC</b>



Ability to anticipate and understand the needs of the LCRA and the city region and translate them into solutions and outcomes	<b>E</b>	<b>A &amp; I, AC</b>
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	<b>E</b>	<b>A &amp; I, AC</b>
Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders	<b>E</b>	<b>A &amp; I, AC</b>
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	<b>E</b>	<b>A &amp; I, AC</b>
Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines	<b>E</b>	<b>A &amp; I, AC</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Flexible approach to working hours and willingness to work flexibly as and when required	<b>E</b>	<b>A &amp; I, AC</b>
Evidence of quality, time management and organisational skills	<b>E</b>	<b>A &amp; I, AC</b>
Ability to attend meetings inside and outside the city region	<b>E</b>	<b>A &amp; I, AC</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority	<b>E</b>	<b>A &amp; I, AC</b>
A commitment to the Combined Authority's objectives and values	<b>E</b>	<b>A &amp; I, AC</b>
Commitment to and understanding of equal opportunities and inclusion	<b>E</b>	<b>A &amp; I, AC</b>
Knowledge of the key issues facing the City Region	<b>E</b>	<b>A &amp; I, AC</b>

**Key to Assessment Methods:**

A - Application	P – Presentation
I – Interview	AC – Assessment