

Job Profile

Position Details	
Post	Employment and Skills Manager
Service Area	Economic Development
Reports to	Head of Socio Economic Regeneration
Grade	PO8

Role Purpose
<p>This postholder will work with the Head of Service, to lead the borough's work on employment and skills to maximise employment and skills outcomes for Haringey residents in line with the Borough Plan and the Economic Development Strategy. The role will specifically lead on policy, partnership development and contract delivery, both within Haringey Council and with external stakeholders such as skills providers, employment provider base and specialist providers within the Voluntary and Community Sector.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To act as an expert policy advisor on employment and skills in the borough. 2. To lead on the employment and skills chapter of the refreshed Economic Development and Growth Strategy and any subsequent strategy in relation to this area. 3. To lead on monitoring and reporting employment and skills related performance against the relevant objectives and targets in the refreshed Economic Development and Growth Strategy and relevant sections of the Borough Plan. 4. To lead on developing and writing, in a collaborative manner, employment and skills related policy papers or strategies. 5. To take ownership of keeping abreast of developing employment and skill policies and direction of travel at regional and national level. 6. To help shape and influence thinking and policy development in this area, working with internal colleagues (including Policy and Research team) and external partners (including Central London Forward, London Councils and the GLA) as required. 7. In collaboration with Head of Service and other senior colleagues as required, to shape and lead the employment and skills agenda in the borough. 8. To lead collaboration with relevant council colleagues – including in Schools, Adult Learning, and across the Regeneration, Planning and Development Directorate – in ensuring a joined-up approach to employment and skills across the council and, in particular, to contribute to improving prosperity in the borough's priority regeneration areas.

9. To be key senior Council contact for any relevant commissioned services, including the Work and Health Programme
10. In collaboration with Head of Service, to provide advice and briefing to lead Member and other Councillors, as required, on employment and skills.
11. To lead collaboration with key external colleagues - including but not restricted to Jobcentre Plus, local education services, employment providers and health sector partners – in ensuring a borough-wide joined up approach to addressing employment and skills challenges.
12. To represent Haringey Council to external partners and deputise for Head of Service as senior officer as and when required.
13. To provide leadership and management support to direct reports, currently standing at two officers.
14. To support Head of Service in monitoring and managing employment budget and relevant cost codes including undertaking monthly budget reporting.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Educated to degree level or experience which demonstrates equivalent analytical ability.	Essential
2. A detailed understanding of the policy environment, political institutions and the process of government, both local and central.	Essential
3. An understanding of local authority landscape and context, particularly in post austerity world is advantageous.	Desirable
4. Expert knowledge and understanding of employment and skills issues, and legislative and policy framework. This will be at the local level (Haringey), regional level (Central London Forward subregion and London-wide level) and national UK level.	Essential

5. Previous experience of working in the employment sector. Experience of front-line service delivery is advantageous. Experience of policy landscape is essential.	Essential
6. Evidenced experience of producing high quality written work.	Essential
7. Proven ability to present and explain ideas and policies to external audiences.	Essential
8. Some understanding of financial management and funding arrangements for local government and the opportunities offered by other sources of funding including from commercial activity and the private sector.	Desirable
9. Some knowledge of development processes and the development sector, with particular reference to opportunities to lever local employment benefit from development.	Desirable
Skills	
1. Excellent communication skills, both written and verbal.	Essential
2. Strong ability to gather and research information from a broad range of sources, to interpret complex and technical information and to analyse data to inform policy.	Essential
3. Identify strategy, initiate and manage projects and consider risk.	Essential
4. Communicate diplomatically, clearly and persuasively with a range of stakeholders across a range of seniority level.	Essential
5. Numeracy and ability to handle statistics.	Essential
6. Work on own initiative and as part of a team.	Essential
7. A people's person – you must be able to build bridges, work collaboratively and bring people along with you.	Essential
8. Ability to work independently without creating silos.	Essential
9. Ability to identify and progress collaborative working to avoid duplication.	Essential
10. Ability to be flexible to change work style and pattern, if required, to meet the demands of the role and wider Council priorities.	Essential
11. Resilience – ability to cope under pressure and ever-changing environment.	Essential

Main Contacts & Other Information

Main Contacts:

Internal – Head of Service; other colleagues in immediate team including Socio Economic Manager and Haringey Works Delivery Manager; Policy and Research; Head of Haringey Adults Learning Service; Regeneration

External – DWP (Jobcentre Plus); CONEL; VCS; Health sector providers; Homes for Haringey; London Councils; Central London Forward; the GLA; Ingeus