

Job Profile

Position Details	
Post	Principal Employment and Skills Officer
Service Area	Regeneration and Economic Development
Reports to	E&S Manager (currently vacant so will report to Head of Service on an interim basis until post holder in place)
Grade	P06
Job Family	
Role Purpose	
<p>This postholder will work with the Employment and Skills Manager, to support 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 Good Economy Employment and Skills Recovery Plan. The role will:</p> <ol style="list-style-type: none"> 1) Work with DWP, Haringey Works to create a youth employment offer to respond to the steep increase in youth unemployment locally 2) Lead on commissioning additional activity to support local youth unemployment offer as agreed with DWP 3) Develop a local Kickstart offer with key partners in the borough including the Councils HR team 4) Focus on Apprenticeship element of the 'Plan for Jobs' package and working with HR and other key partners to help shape up a local apprenticeship offer in response to this 5) Work with ED to develop a post Job Retention Scheme offer 6) Work with Policy Team on best mechanism to engage strategically with 'anchor institutions' on E&S 7) Work closely with Principal E&S officer on delivering Good Economy E&S recovery plan <p>This work will help build a co-ordinated response to Labour Market Challenges from Covid 19 and maximise the benefit for local residents from any DWP funding and new programmes</p>	
Main Responsibilities	
<ol style="list-style-type: none"> 1. Become the Council's internal expert on employment and skills policy in the borough. 	

2. To support the delivery of the Good Economy employment and skills action plan any subsequent strategy in relation to this area.
3. Focus on developing a co-ordinated response to youth unemployment in borough and to any opportunities emerging from the Plan for Jobs package.
4. To take responsibility for commissioning and contract managing any related services.
5. To develop and lead on monitoring and reporting employment and skills related performance against the relevant objectives.
6. To lead on developing and writing, in a collaborative manner, employment and skills related policy papers.
7. To take ownership of keeping abreast of developing employment and skill policies and direction of travel at regional and national level.
8. To develop strong collaboration with relevant council colleagues – including 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. Support Head of Service, to provide advice and briefing to lead Member and other Councillors, as required, on employment and skills.

Generic Responsibilities

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
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1. Educated to degree level or experience which demonstrates equivalent analytical ability.	Essential
2. An 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. 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 Essential
5. Evidenced experience of producing high quality written work.	Essential
6. Proven ability to present and explain ideas and policies to external audiences.	Essential
7. 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
8. 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.	

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

Interim Structure

