

JOB DESCRIPTION

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| Job Title | Adult Skills Lead | | |
| Directorate | Economic Development, Skills, and Climate | | |
| Reporting to | Service Manager – Workforce and Skills | | |
| Grade | Grade 10 | | |
| Evaluation ref: | RP257 | Job Family ref: | |
| Role Purpose | | | |
| <ul style="list-style-type: none"> Meeting the skills needs of businesses is key to the economic prosperity of Somerset. In addition, improving the work aspirations, employability and skills levels of residents is essential for social mobility and access to opportunities in Somerset. Meeting these ambitions is central to the Council Plan “flourishing and resilient economy” and “a fairer, ambitious Somerset” priorities. The post holder will drive the development of Somerset Council’s Adult Skills offer (currently the Community Learning Service), providing leadership and management of the service. The role will lead on the design of a curriculum that will equip individuals with the skills they need to progress into further learning or employment, or to progress within work, enabling individuals to reach their full potential. The post holder will work strategically with key partners including the third sector, internal council services and education providers to determine the skills needs of communities, which enable individuals to move into, stay-in, or progress-in work, and to subsequently design and deliver a service that meets these needs. Community Learning provision in Somerset is currently sub-contracted, so a key part of the role is the effective commissioning, and management, of sub-contractors in line with funding rules, and to ensure that all learners are safe, and are getting the best possible experience from their learning with our sub-contractors. | | | |
| Accountabilities | | | |
| <p>Lead the development and implementation of a curriculum offer, ensuring that the programmes are effective in widening participation meeting the needs of the community and employers, and are responsive to local, regional, and national demand.</p> <p>To effectively manage sub-contracted delivery partners, in alignment with Subcontracting Funding Rules, ensuring that all requirements are embedded into their delivery models.</p> <p>To ensure that quality and administrative systems are developed, implemented, and regularly reviewed (using effective data practices), ensuring the delivery of a consistently high-quality service, promoting excellence in all aspects of service delivery.</p> | | | |

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Ensuring that continuing professional development is embedded in delivery to ensure the best possible quality experience for all learners through the continuous improvement of the learning environment.

To ensure that robust safeguarding practice is strictly implemented across all delivery, to ensure our learner are protected, and are able to learn in a safe environment.

Using data, and other intelligence, to ensure equality of opportunity for all learners, widening participation and championing inclusive learning. Ensuring the programme remains agile to respond to changing needs.

To effectively manage the team ensuring that they are motivated and encouraged to succeed, develop effective team working, and implementing robust communications.

To work effectively with Council services to identify where Community Learning can support to address key service user challenges.

To ensure the Community Learning offer aligns with progression pathways into economic opportunities in Somerset's new and existing sectors.

To manage the grant funding, ensuring all funding obligations are met, that the service remains within budget. Management of the funding must be in accordance with funding requirements and with Council policies and systems.

To effectively develop our commissioning intentions plan, implement an appropriate sourcing strategy and managing the subsequent procurement activity in accordance with Council policies and systems.

To establish, and maintain, an effective partnership to oversee the aims, objectives, and priorities of the Community Learning provision. The partnership should effectively challenge delivery to ensure it is delivered in line with requirements and is supporting the achievement of the overarching aims of the service.

To ensure the Council is prepared for Ofsted inspections, providing support to the lead nominee, and stepping up to provide leadership in the absence of the lead nominee.

Knowledge / Experience / Skills

| | Essential | Desirable |
|---|-----------|-----------|
| Knowledge | | |
| Sound knowledge of the funding systems for further education and adult skills. | X | |
| Good knowledge of further education quality measures and systems. | X | |
| Good knowledge of national, regional, and local policy relating to labour market, employment, and skills. | X | |

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| Knowledge and understanding of the role, operating environment and policy context for the further education sector and skills providers. | X | |
| Experience | | |
| A track record of success in management within an adult, community, or other skills delivery environment. | X | |
| A track record of excellent, effective staff management and interpersonal skills. | X | |
| Significant experience in economic development. | | X |
| Significant experience of working with community organisations, training providers and learners. | X | |
| Experience of commissioning, and managing of, skills delivery partners. | X | |
| Track record of budget management, control, and compliance. | X | |
| Qualifications / Registrations / Certifications | | |
| Educated to degree level. | X | |
| Level 4 Teaching qualification. | X | |
| Assessors' qualification. | X | |
| Training in safeguarding. | X | |
| Master's or degree in Lifelong Learning . | | X |
| Skills | | |
| Excellent leadership and management skills. | X | |
| Effective communication and interpersonal skills. | X | |
| Ability to develop and implement effective strategies and systems. | X | |
| Ability to work collaboratively with a range of stakeholders. | X | |
| Proficient in using ICT. | X | |
| Working Conditions | | |
| This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions: | | |

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- **Work Hours:** Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.
- **Location:** The primary work location is County Hall, with opportunities for remote work as per organisational policies.
- **Travel:** Some travel within the local area may be required for meetings, site visits, and community engagement activities.
- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.
- **Health and Safety:** Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Dimensions of the role

Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: