

JOB DESCRIPTION

JOB TITLE:	Senior Careers Hub Officer (Education)
MANAGED BY:	Deputy Career Hub Lead
GRADE:	9

BACKGROUND

The West of England Mayoral Combined Authority is seeking to appoint a Senior Careers Hub Coordinator to join the Careers Hub team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Deputy Careers Hub Lead, the Careers Hub Senior Careers Hub Coordinator (Education) will specialise in working with education and employers to deliver quality careers provision for all young people.

They will:

- Lead and support team of Careers Hub Coordinators to deliver against the Careers Hub strategic plan and mayoral priorities.

- Work with the Deputy Careers Hub Lead to ensure service delivery is consistently of a high quality and achieves the outcomes within the Careers Hub Strategic Plan, and the Grant Funding Agreement with the Careers and Enterprise Company.
- Significant stakeholder engagement with schools and colleges, local government, further and higher education partners, businesses and business bodies.
- Project initiation and management, reporting, evaluating, sharing key learning and examples of best practice and driving continuous improvement will all be a key part of this role

KEY RESPONSIBILITIES

- Contribute to the development of the Careers Hub Strategic Plan, Mayoral Priorities and Employment and Skills Plan.
- Leading and supporting the team to deliver operational activities and projects that ensure schools and colleges deliver a quality careers programme to all students. This role will have a focus on ensuring schools and colleges are able to: -
 1. Create and maintain a stable careers programme
 2. Address the needs of each pupil
 3. Link curriculum learning to careers
 4. Provide quality personal guidance
- Ensure the team are using required reporting and data management processes (including risk management) to enable effective governance of the Careers Hub
- Supporting Careers Hub Officers to deliver tasks and activities that work towards achieving key individual and team deliverables, KPI's and targets, contributing towards delivery of the Careers Hub Strategic plan and Employment and Skills plan.
- Producing timely monitoring and impact tracking returns by the team and identification of key risks and mitigations to delivery of Key individual and team Performance Indicators and funding targets.
- Development of activity where gaps or need have been identified through data analysis or other evaluation. Work closely with the team to deliver new, additional or evolve current activity to address gaps and remove barriers to service delivery.
- Ensuring the team deliver activity that supports quality assurance and the collection, analysis and use of accurate data (specifically Compass +, Future Skills Questionnaire)
- Work closely with the Deputy Careers Hub Lead in implementing and embedding the quality assurance across hub delivery with a focus on the Career Impact System.
- Line management and recruitment of Careers Hub Officers, this includes (but is not limited to) objective setting, performance management/appraisals, and providing leadership, mentoring and coaching/support through regular 1-2-1s and anything other duties commensurate to the grade.

- Personal development and CPD of the team of Careers Hub Officers and ensure that learning and development plans are in place, recorded, tracked and included in the CEC delivery plan. Use the team charter and Combined authority values and behaviours to further develop a high performing team culture.
- Support the project and account management of external funded projects including ensuring robust project management processes are in place to track progress and ensure funded objectives are achieved.
- Attend, support and facilitate at EC national and local training events and meetings to ensure the need of the network are being met, to develop the EC's knowledge base and competencies and to be an exemplar of best practise.
- Leadership of the Governor Network strategic planning and deliver across the Hub.
- Engaging and supporting case load of schools/colleges, employers and Enterprise Advisers (EA) to improve the quality of careers education, information, advice and guidance being delivered to students.
- Delivery of initiatives to support effective influencing of decision makers in schools and colleges including governors and senior leaders to deliver against service aims and objectives.
- Supporting employers to engage effectively with schools and colleges to drive impact for both employers and young people.
- Delivery of impactful engagement with external stakeholders including careers providers to ensure opportunities for collaboration are maximised.
- Support working collaboratively across internal Combined Authority teams to identify opportunities to better engage with stakeholders to achieve mutual benefit and impact. "
- Support the delivery of the comms and marketing plan to raise the profile of the project and engage with key local stakeholders.
- Creation and delivery of training and Continuous Professional Development activity for stakeholders that will deliver outcomes that support our Careers Hub strategy.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Understanding of school culture and the challenges faced by schools and colleges in delivering careers and enterprise, and the current careers education and corporate social responsibility landscapes.
- Demonstrate knowledge of local skills and economic priorities. Shows a strong understanding of the careers landscape and wider economic, political and social drivers of business for engaging with and supporting schools, colleges and young people.
- Extensive knowledge of approaches to employer engagement / support activity for young people
- Significant knowledge and understanding of careers, education, information, advice and guidance and the eight Gatsby Benchmarks

- An understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people.
- demonstrable knowledge of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.
- Knowledge of the wider provision and support available to employers and schools to deliver careers activity in the region.

Experience

- Demonstrable experience of managing people and driving performance to achieve ambitious targets.
- Experience of performance management, objective setting, aligned to organisation goals and proactively addressing under performance and coaching for improvement.
- Demonstrable experience of influencing and building relationships with stakeholders from education, the careers sector and employers.
- Experience of successfully engaging and recruiting employers to deliver quality careers activities in schools and colleges.
- A track record for working collaboratively with and influencing a variety of stakeholders to achieve a common goal or purpose.
- Experience of tracking performance across teams and providing regular progress reports to a variety of audiences in a variety of formats.
- A strong track record of stakeholder engagement and of communicating with a variety of audiences, preferably in the education and careers sector
- Experience of using project management tools and processes in order to effectively achieve impact.

Skills and Competencies

- Strong people management skills able to set clear objectives, build accountability and inspire and lead a team to achieve results.
- Project management skills with ability to manage projects to time.
- Proactively able to address problems and work collaboratively to develop effective solutions to achieve results
- Excellent Communication and interpersonal skills, with the ability to engage and persuade a variety of audiences and encourage other to use new ways of working
- Motivational and able to influence others to drive performance
- Strong relationship management skills able to engage, influence and drive collaboration with a variety of stakeholders to achieve results.
- Highly organised, well developed time management skills with effective priority setting.
- Able to work under pressure, is resilient and remains calm and focussed.
- Able to use data analysis and able to use data and evidence to influence and drive new ways of working, drive change and manage performance.
- Competent user of mainstream IT software, web-based technology, and social media.

DESIRABLE

Qualifications and Knowledge

- Knowledge of the West of England Combined Authority priorities and devolution agenda.
- Experience of SEND and mental health issues and experience of working with Special Schools, Area Resource Bases, Alternative Provision settings in this context.

Skills and Competencies

- Evidence of working with quality assurance programmes

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 21s, currently £11.44 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

