

JOB DESCRIPTION

JOB TITLE:	AEB Manager
MANAGED BY:	People and Skills Programme Manager
GRADE:	Grade 11

BACKGROUND

The West of England Combined Authority is seeking to appoint a manager to lead the Adult Education Budget 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

The key objective of the Adult Education Budget (AEB) Manager's role is to ensure that delivery of the c.£16m devolved adult education funding in the region aligns with, and meets, the West of England Combined Authority's Adult Education Budget Strategy.

The role can be summarised into two broad areas of work:

- Ensuring the smooth operational management and administration of the Combined Authority AEB powers and funding across the following areas:
 - Provider liaison
 - Grant funding agreements and payment
 - Monitoring and performance managing agreed provider delivery

- Data, monitoring and reporting
- Audit, assurance and investigations
- Work on the development, and agreement, of the Combined Authority's strategies for current and future use of the Adult Education Budget including internal and external stakeholder liaison, using data and evidence to build strong, aligned delivery to meet need.

To achieve these areas of work you will directly lead and manage a team on a day-to-day basis whilst also working with other internal colleagues alongside external stakeholders and partners.

KEY RESPONSIBILITIES

The key responsibilities of the role are as follows:

Management

- Leads the translation of strategic priority as contained in the AEB Strategy into delivery practice, translating principles into operational, workable systems.
- Manages the annual budget (currently c£16m) and ensures absolute adherence to ESFA and/or the Combined Authority rules.
- Leads the AEB Team to ensure smooth and effective delivery of the AEB service to ensure that it is delivered to agreed time, budget and quality parameters across all areas of the yearly funding cycle including:
 - Establishing provider curriculum delivery plans
 - Grant funding arrangements and due diligence
 - Monitoring and reporting
 - Mid-Year and End of Year reconciliation processes
 - Provider investigations (as required)
- Ensure the Combined Authority's AEB funded delivery meets the needs of learners, providers and employers, improving outcomes and demonstrating the value of devolution.
- Works with relevant team members and the Combined Authority staff to ensure that robust systems, procedures and associated documents (i.e. Funding Rules, Performance Management Rules etc.) are maintained to support the delivery of devolved AEB funding.
- Ensures adherence to all policies, practices and procedures for financial management and legal matters including procurement.

- Ensures sign off of curriculum delivery plans or other formal agreements to meet delivery, ensuring that the totality of provider proposed provision meets the strategic needs set out in the AEB Strategy and other strategic documents and offering solutions where this may not be the case.
- Ensures leadership of the team in translating AEB strategy into practice, taking a forward planning approach to setting timelines, reporting to senior management, achieving key milestones, and ensuring that potential risks are identified and managed or escalated appropriately.
- Leads on robust and timely programme reporting arrangements for the Combined Authority's devolved AEB including to the Senior Management Team and Internal Programme Board, the Skills Advisory Board and the Combined Authority Committees.
- Supports decision making in relation to the Combined Authority's devolved AEB by providing insight and expertise to guide the Combined Authority's Senior Management Team, CEO and CEO's Group and the Combined Authority Committee

Strategy Development:

- Ensures and supports the ongoing development, and agreement, of long-term strategies for the Combined Authority's use of devolved AEB so that it addresses the specific social and economic priorities of the region, including those contained within the Local Industrial Strategy and supporting Employment and Skills Plan.
- Develops strategies and proposals to address short term/unexpected issues including any additional funds offered to the Combined Authority.

The West of England Combined Authority and External Engagement

- Works with other Combined Authority teams on an operational basis to maintain alignment and add value, taking on tasks to support the People & Skills Service to ensure that AEB is closely integrated with other delivery.
- Produces information to feed into key strategic reports, data or financial returns and ensures data and evidence is used and collated effectively and to meet need within resourcing constraints.
- Maintains strong and effective relationships with key external partners including DfE, ESFA, MHCLG and Ofsted.
- Delivers system improvement within the region, by working with key stakeholders to coordinate activity.

- To deputise for the People and Skills Programme Manager as required, in relation to skills, education and employment.

The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Education to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Excellent knowledge of the local employment and skills agenda and the associated challenges and opportunities for the region.
- Excellent knowledge of Education and Skills Funding systems.

Experience

- Experience of leading teams in a complex, multi-stakeholder environment, supporting & empowering staff and supporting staff development.
- Experience of working in a complex stakeholder environment and can demonstrate ability to develop and maintain effective relationships, i.e. can manage conflict and “difficult people”.
- Experience of managing large scale employment and skills programmes linked to major economic opportunities, with demonstrable track record in delivering outcomes and impact for local communities.
- Excellent influencing skills, with the ability to network and negotiate at a senior level.
- Confident communicator with a drive for the employment and skills agenda.
- Experienced facilitator, who can drive consensus from a broad range of opinions.
- Significant knowledge and broad experience of the employment and skills landscape having worked in areas such as: schools, FE, HE, Local Authority and/or Government institutions.

- Experience of working with and advising senior officers and preferably Local Government Councillors.
- Experience of drafting high-quality documents, suitable for publication.

Skills and Competencies

- Demonstrate an ability to make a positive contribution to the achievement of corporate and service strategic objectives.
- Demonstrate leadership qualities with respect to large scale programme management.
- Demonstrate the ability to work with initiative and plan work for a team to meet conflicting and changing priorities.
- Personal resilience to work accurately under pressure (including on budgets) and adapt and manage own workload to deliver to strategic and/or changing priorities.
- Have an ability to work effectively with staff at all levels from strategic to operational.
- Possess excellent inter-personal skills and the ability to motivate own staff and senior managers.
- Be a persuasive individual who can challenge effectively while respecting others' points of view.
- Have demonstrated the ability to work with initiative.

DESIRABLE

Qualifications and Knowledge

- A project or programme or management qualification

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking

- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

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 23s, currently £10.42 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.

