

JOB DESCRIPTION

JOB TITLE:	Employment and Skills Commissioning Officer
MANAGED BY:	Employment and Skills Commissioning Manager
GRADE:	8

BACKGROUND

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Commissioning Officer to join the Skills team.

This is an exciting time to join the West of England Mayoral 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 Mayoral 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 Employment and Skills Commissioning Manager, the Commissioning Officer will support the Commissioning Manager in creating innovative solutions for the region's changing skills needs. This role involves helping to manage around £60 million in regional skills funding, ensuring delivery of services funded continue to align with the Metro Mayor's priorities and are based on solid primary and secondary evidence. The skills services developed will support the regional Employment and Skills Plan, with the postholder responsible for coordinating activities to achieve the plan's outcomes.

The postholder will:

- Coordinate the development of future skills interventions to deliver the outcomes of the Employment and Skills Plan.
- Coordinate the planning of activities to ensure that the employment and skills objectives of the Employment and Skills Plan and Mayor's priorities are achieved.
- Maintain and develop commissioning processes and systems, with a view to bringing insight to create continual improvement.
- Undertake pieces of targeted research on specific skills needs, emerging demand or gaps, in close liaison with policy colleagues and senior skills analysts.
- Liaise directly with internal colleagues to gather information about project performance against establish outputs and outcomes and ensure clear and accurate reporting to underpin future skills planning and delivery.

KEY RESPONSIBILITIES

The key responsibilities of the role are as follows:

- Work in collaboration with the Commissioning Manager and Data Analysts to effectively spot and record patterns, trends, and changes in employer demand for skills.
- Develop existing processes used to capture evidence from internal and external stakeholders that support innovative solutions to meet existing and future skills needs. Ensure that these are clear, well understood and maintained.
- Support the Commissioning Manager in creating and monitoring the annual commissioning plan to ensure that provision meets demand and remains aligned with, and delivers on, the Employment and Skills Plan.
- Take a lead on reviewing service risks, and maintain and analyse the service risk register, highlighting patterns of risk, collaborating with senior skills leads and ensuring the risk register aligns with Directorate and CA risk management systems
- Support the Commissioning Manager and the Head of Service with risk and delivery issues, ensuring an indepth knowledge of key risks and issues and offering solutions for mitigation.
- Work with the Commissioning Manager at each stage of the commissioning cycle to ensure the commissioning is well-evidenced, and finding information and research to meet knowledge gaps as required.

- Undertake horizon scanning and research as directed by the Commissioning Manager or the Head of Service, liaising closely with the Senior Skills Analyst and other colleagues internally or externally.
- Participate in team meetings and contribute to the continuous improvement of commissioning operational processes.
- Ensure the smooth functioning of external panels, Task & Finish groups or other commissioning groups alongside the Commissioning Manager, ensuring clear and timely agendas, taking notes and ensuring actions are appropriately allocated and followed up.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent in an academic subject with a research element such as social science or able to demonstrate equivalent experience.
- Knowledge of programme or project management disciplines and their practical application.

Experience

The role would suit an experienced project officer.

- Experience in using a suite of IT packages, including MS Project, Power BI or similar, to coordinate and monitor projects and programmes.
- Experience in applying project/programme management discipline to the coordination of a work programme.
- Experience in ensuring that interventions are of high quality and deliver value for money.
- Experience in working with staff at all levels of an organisation to complete tasks.
- Experience in collating, preparing, and presenting complex information to a range of key stakeholders to secure engagement and buy-in.
- Experience in coordinating meetings, setting agendas, and managing forward plans.
- Some experience of working in an office environment would be useful but not essential.

Some experience of working in employment and skills environments such as FE, HE, local authority, awarding bodies, and/or government institutions.

Skills and Competencies

- Some management competence and the ability to operate with minimal direction.
- Some research experience.
- Ability to independently prioritise work and handle a wide range of diverse tasks daily.
- Excellent organisational skills, with the ability to coordinate a complex series of meetings and programmes.
- Good communicator with strong written English skills.
- Determined and resourceful.
- Comfortable working with various people and organisations daily.

DESIRABLE

Qualifications and Knowledge

- Knowledge of risk and issue management.
- Some experience of working in the public sector.
- Some experience of working in an education/skills environment.

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 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 the MCA, such 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.

