

JOB DESCRIPTION

JOB TITLE:	Employment and Skills Commissioning Officer (Maternity Cover)
MANAGED BY:	Employment and Skills Commissioning Manager
GRADE:	8

THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Commissioning Officer to join the Skills team for a 12-month Maternity Cover.

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 £50 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 in-depth 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.

