

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Careers Hub Operational Lead (Education)
<b>MANAGED BY:</b>	Careers Hub Project Manager
<b>GRADE:</b>	Grade 10

## BACKGROUND

### Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

## PURPOSE OF THE JOB

Careers Hubs and the wider Enterprise Adviser Network are the external infrastructure for delivery of The Careers & Enterprise Company's objectives to improve careers education for 11-18 year olds. **Our Network acts as a catalyst, connecting employers with schools and colleges throughout England to deliver world-class careers education.**

Careers Hubs build on the tried and tested model of partnership and collaboration where the virtual Hub is the centre point of a localised careers offer, accessible to all mainstream schools and colleges across that geography. Careers Hubs lead partnerships of schools, colleges, Local Enterprise Partnerships, local authorities, local businesses and careers providers, helping young people connect closely to local skills and economic need through a tailored careers education programme.

Through joining a Careers Hub, we enable schools and colleges to receive professional guidance in how to develop their careers programme, peer to peer support and learning in what works, access to funding and coordinated activity. The Hubs are incubators for innovation, taking our national mantra of *test, learn and adapt* and applying that locally.

The Careers Hub Operational Lead (Education) will ensure that the best local careers and enterprise provision is made available to schools and colleges in the hub by acting as a core link to existing provision, to new initiatives emerging locally, regionally, nationally and through the Careers & Enterprise Company (CEC) and by stimulating more provision where there are gaps.

### **Role scope - to lead the local Careers Hub**

- Work closely with the Careers Hub Project Manager, Operational Hub Lead (Employers) and cross sector stakeholders within the careers space to drive collaboration and ensure delivery of the Careers Hub Strategic plan and achieve intended impact.
- Significant senior stakeholder engagement with schools and colleges, local government, further and higher education partners, employers and business bodies.
- To lead the team to drive improvements across all schools and colleges inside the hub against the eight Gatsby Benchmarks.
- 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

### The Careers Hub aims to:

- Support Hub schools/colleges and encourage non-hub schools to adopt, implement and achieve the Gatsby Benchmarks, using Compass and Tracker to monitor progress
- Identify the common problems and barriers to the implementation of the Gatsby Benchmarks and identify solutions and opportunities to overcome these issues.
- Create a sustainable and replicable approach to the implementation of the Good Career Guidance Benchmarks that can be applied to scale
- Actively engage business, employers and wider education business link organisations to enable young people to explore career opportunities and expand their networks through a wide range of encounters and experiences.
- Enable employers to access a skilled and diverse talent pipeline and deliver social value through delivery of careers activity in schools and colleges.

### Principal responsibilities

- To lead development and delivery of the Careers Hub Strategic Plan with a specific focus on achieving the targets set in our grant funding agreement with the CEC.
- Lead, manage and develop a high performing team of Enterprise Coordinators to deliver the outcomes in the Careers Hub Strategic Plan and the Grant Funding Agreement.
- Monitor the performance of the team of Enterprise Coordinators to ensure that services are delivered in line with the Careers and Enterprise Company's Delivery Framework.
- Support the development and CPD of the team of Enterprise Coordinators using the Enterprise Coordinator Competency Framework to identify gaps and ensure that relevant support and learning are actioned to address the gaps.
- Ensure that individual schools and colleges action plans are aligned with the Careers Hub Strategic Plan and align with local economic and skills priorities.
- Work closely with Careers Leaders, Enterprise Advisers and Enterprise Coordinators to ensure a consistent and regular process for collating performance data within the EAN Register and reviewing performance against the Gatsby Benchmarks.
- Analyse and review performance of all schools and colleges within the Hub to identify barriers and gaps in performance. Work closely with the Strategic Lead and Operational Lead (Employers) for the Hub to develop and provide targeted support to address gaps and remove barriers and improve careers provision for all young people.
- Work closely with the Strategic Lead to embed robust systems and processes for contract management, financial and risk management and tracking and reporting on key deliverables to ensure the hub budget and Grant Funding Agreement reporting requirements are achieved.
- Work closely with the Strategic Lead and Operational Lead (Employers) for the Hub to foster and embed a process of continuous improvement and quality assurance with all stakeholders and establish the careers hub as a beacon of best practice.
- Build and promote a vibrant and diverse 'community of practice' to facilitate peer to peer learning, collaboration, and the scaling of what works to enhance the

impact of the Careers Hub, to schools and colleges directly involved in the Hub and across a wider national community of practice.

- Leading on project management of internal and external projects as part of the delivery of the careers hub strategic plan including ensuring robust evaluation and monitoring processes are in place.
- Develop strong partnership working with the Careers and Enterprise Company to enhance impact and remove barriers to system change.
- Ensure that processes are in place and managed to support research and evaluation projects that evidence the impact of the Career Hub.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Knowledge and understanding of careers, education, information, advice and guidance and the eight Gatsby Benchmarks.
- A demonstrable understanding of school and college culture and the challenges faced by schools and colleges in delivering careers and enterprise, and the current careers education and corporate social responsibility landscapes.
- Demonstrates an understanding 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.
- A demonstrable understanding 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/colleges 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.
- A track record for working collaboratively with and influencing a variety of stakeholders to achieve a common goal or purpose.
- Project management experience with a track record of delivering programmes or projects with multiple stakeholders on time and to budget.
- Experience of contract management and grant funding and fiscal and risk management associated with these.

### Skills and Competencies

- Strong people management skills able to set clear objectives, build accountability and inspire and lead a team 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.
- Articulate and confident public speaker and effective communicator.
- Proficient contract manager, fiscally competent and able to manage and mitigate risk.
- Highly organised, well developed time management skills with effective priority setting.
- Proactively address problems and work collaboratively to develop effective solutions to achieve results.
- Able to work under pressure, is resilient and remains calm and focussed.
- Competent at systems and process design and implementation to achieve consistency of practice.
- Confident at 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

- Successfully implemented/ directed and managed a volunteer programme within the education sector, with volunteers from business.
- Track record of operational management of grant funded programmes within the education, careers or third sector.

#### Skills and Competencies

- Evidence of working with quality assurance programmes within education sector

### REWARDS AND BENEFITS

#### Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users

- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits and employee's and employer's needs whilst maintain a work-life balance.

#### 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 £9.50 - significantly higher than the government minimum for over 25s, currently £8.72 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 cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

