

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Pioneer Programme Team Leader (Economically Inactive) |
| HBC Grade: | HBC7 (£33,024 - £35,745) |
| Service: | Halton People into Jobs  |
| Division: | Employment, Learning and Skills  |

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| **Main Purpose of the Role**  |
| The maintenance, supervision and development of systems and processes for the WHP/Pioneer Programme. Ensuring accurate and compliant storage of all data held on the systems. Timely reviews and accurate transmission of this data in a variety of forms to prime contractor/DWP: In particular, statutory funding agencies in order to draw down appropriate funding for the service and comply with inspection and funding regimes. Line management of the Pioneer Advisors/Employment Specialists.  |

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| **Key Duties**  |
| **1** | To lead the maintenance, supervision and development of systems and processes for the Pioneer Programme in order to draw down appropriate funding for the service and comply with inspection and funding regimes.  |
| **2** | Submission and compilation of accurate, compliant and timely external data/financial returns. |
| **3** | Submission and compilation of other statutory and ad hoc submissions as required. |
| **4** | Ensuring staff are well informed and motivated to contribute to improvements in processes and procedures that will deliver efficiencies and service enhancements, with regard to divisional strategies, quality standards and programmes of work.  |
| **5** | Development and maintenance of a reporting framework to support the management of the efficiency and quality of the provision; this would include a schedule of internal audits and a timetable of key reporting and other dates. |
| **6** | Undertake continuous professional development to ensure up to date working knowledge of the business use and benefits of existing and emerging systems and processes and, where appropriate, make recommendations for their application.  |
| **7** | Provision of operational reports to support the smooth running of the Pioneer programme within Halton People into Jobs. |
| **8** | Provision of ad hoc reports to support particular business needs arising e.g. Self-Assessment Reporting, Programme Service Standards, Good News Stories. |
| **9** | Keeping up-to-date with statutory rules and guidance through reading, attendance at regional and national update events, and participation in forums. Translate this knowledge into day-to-day data and information operational practices and JETS programme delivery.  |
| **10** | Providing advice to managers, team members on eligibility for funding and efficient service delivery to ensure maximum funding can be drawn down and outputs achieved.  |
| **11** | Provision of training and development of training/materials for all users of input systems and reports. |
| **12** | Responsible for the development of the Pioneer project team with reference to the relevant management guidelines, strategies, quality service standards and programmes of work. |
| **13** | Ensure effective Pioneer programme cover at all times across both HPIJ offices. |
| **14** | Engagement and coordination with Lead Officers/Managers over accuracy of the data. |
| **15** | Undertake quality assurance checks/caseload reviews to ensure contract requirements and service standards are met. |
| **16** | Engagement and coordination with internal/external IT services over software, hardware and technical aspects as required for the JETS programme to be delivered remotely. |
| **17** | Engagement and coordination with government agencies (e.g. DWP/Jobcentre Plus), on an operational and strategic basis. |
| **18** | To be an active member of the Employment, Learning & Skills Division, including attending meetings, staff development sessions, contributing to planning and performance and representing the Employment and Health Services Manager at meetings, as necessary.  |
| **19** | To work closely with the Division’s Lead Officers in ensuring a joined up employment, learning and skills service for participants. |
| **20** | To work within the policies and frameworks set out within the Employment, Learning & Skills Division and Halton Borough Council. |
| **21** | Undertake any other duties and responsibilities as may be assigned, often outside of normal working hours which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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|  | **Education**  | **Experience**  | **Knowledge**  | **Skills & Abilities**  |
| **ESSENTIAL** | Educated to at least NVQ 4 or equivalent level of experience in paid or unpaid work | Proven relationship management experience with a variety of partners in the public, private and voluntary sectors, particularly in relation to employment and health | Knowledge of the employment, learning and skills sector, in particular the Welfare to Work and Health reform  | Highly effective communication and interpersonal skills |
| Level 2 or equivalent in maths and English (or willingness to work towards) | Experience of working in a results driven culture including managing and monitoring contract performance and quality against agreed milestones and outputs  |  | Experience of effective teamwork and ability to work under own initiativeWillingness to work flexibly within a team environment |
|  | Experience of successful financial management, including financial monitoring and control procedures.  |  | Excellent analytical and problem solving skills |
|  | Extensive use of Excel to manipulate and present data |  | Ability to work under pressure and prioritise accordingly |
|  | Supervision and line management of staff |  | Ability to manage and monitor performance effectively and set clear work objectives and the ability to plan and monitor performance and activity |
|  | Ability to work without supervision to meet tightly prescribed deadlines on a regular basis |  | Effective presentation skills  |
| **DESIRABLE** | IT qualification | Experience of working on government funded employment or training programmes e.g. supporting unemployed people into employment |  | Ability to make presentations to Prime Contractors A commitment to high standards of work and presentation |
|  | Experience of using bespoke Management Information Systems/completion of data returns  |  | Mobile and able to travel to attend meetings locally, regionally and nationally |
|  | Understanding of Disability Confident  |  |  |
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| **HOW IDENTIFIED**  | Production of qualifications at interview  | Application / Interview / Assessment  | Application /Interview / Assessment  | Application / Interview /Assessment |

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|  | **Other requirements of the post**  |
| **ESSENTIAL** |  |
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| **DESIREABLE**  |  |
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| **HOW IDENTIFIED** | Interview / Assessment / Production of documentation  |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.