

## JOB DESCRIPTION

<b>Job Title</b>	Skills Bootcamps Programme Manager
<b>Salary Band</b>	SCP 44-50
<b>Reporting To</b>	Lead Officer – Skills Programmes
<b>Political Restriction</b>	Politically Restricted post
<b>Contract</b>	Fixed Term contract to September 2025 with an option to extend for a further 12 months (subject to funding), secondment opportunity welcomed

### 1. Primary Purpose of the Post

To lead on the development, implementation and delivery of Skills Bootcamps across the LCR, including facilitating the engagement of training providers and employers to deliver in skills priority sectors.

To oversee the commissioning and contracting process, including maintenance of the Dynamic Purchasing System, ensuring the Skills Bootcamp offer for the City Region reflects the needs of employers and providers sufficient learner choice.

Ensuring quality provision is delivered in line with the funding guidelines and contractual requirements, and that the relevant outputs and outcomes are achieved, and evidence to support timely provider payments in place. Oversee the transfer of data collection to the ILR in due course.

Working with key partners including sector boards, employers, training providers and FE Colleges, Ofsted and DWP/Jobcentre Plus locally, as well as the Department for Education as the funder.

This role will require close working with other Combined Authority colleagues to ensure appropriate links with key mayoral priorities and understanding of skills needs in areas such as Mersey Tidal, Freeport, low carbon, housing retrofit, and the Life Sciences focussed Investment Zone. Liaison with other internal technical specialists including Procurement, Finance, Legal, Audit and Information Governance.

### 2. Key Role Specific Responsibilities

The following is not a comprehensive list of all tasks which may be required of the post holder:

- Lead on the annual/Wave bidding cycle including collation of labour market evidence and past performance to support funding submissions to secure additional funding and future funding to deliver Skills Bootcamps

- Support in the development and evolution of all Skills Bootcamps commissioning and evaluation activities for the Combined Authority: working with the Procurement Team and wider colleagues to ensure the DPS approach is fit for purpose to deliver the required contracted volumes and is able to respond to identified gaps in provision and employer demand.
- Undertake ongoing and proactive management and monitoring of performance of delivery in partnership with the Team Leader and Skills Brokers, informing the allocation of funds in-year including achievement of outputs and outcomes and the ability to meet priority skills areas.
- Lead work to engage with key stakeholders including sector specialists within the CA, Sector boards, employers, training providers, FE Colleges and DWP, facilitating strategic conversations to understand sector skills needs and ensuring the Skills Brokers are engaged as appropriate. This should include internal teams responsible for Mayoral Priorities that can be supported through Bootcamp delivery including low carbon, housing retrofit, transport & logistics, green skills, low carbon, Freeport, Mersey Tidal and the Life Sciences Investment Zone.
- Oversee the risk basing of providers delivering bootcamps ensuring compliance with contract terms and the Ofsted Inspection Framework, effective due diligence and achievement of key indicators in conjunction with the wider compliance functions in the CA.
- Work with colleagues within the CA to ensure that marketing and communications is appropriate, timely and manages expectations of referral agencies and LCR residents. To include how provision is included within the Be More portal and how these tie in with other planned skills initiatives in year.
- Liaison with those responsible for claims and the Finance Team to ensure accurate and appropriate payments to providers; and ensuring the validity, accuracy and eligibility of claims, ensuring external funding bodies' management information and monitoring requirements are met. Noting that data relating to Bootcamps will be collated via the ILR in future, oversee the smooth transition to provider data reporting.
- Responsibility for completion of the team Risk Register and where necessary, develop and implement a feedback and/or complaints policy and process; responding to media, FOI, provider or learner requests, investigating any issues raised and making recommendations for response, maintaining the integrity and reputation of the Combined Authority.
- Give appropriate consideration to how any flex in delivery is allowed for additional sectors, including those identified by the DfE to meet those skills needs that are of

significance to the LCR and making recommendations to the Lead Officer – Skills Programmes for potential opportunities in these sectors occurring within the LCR.

- Support excellent relationships with key internal and external stakeholders across Liverpool City Region as well as with DfE, Ofsted, DWP and other Combined Authority areas, conducting high level liaison, consultation and negotiation.
- Prepare and present reports to key Boards and groups, including the Combined Authority, Portfolio and Delivery Boards, Employment and Skills Board, Elected Members as required.
- Line Management responsibility and providing both strategic and operational direction and support to a team of Skills Brokers alongside the Skills Broker Team Leader.

### **3. General Corporate Responsibilities**

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To work as a key part of the Investment and Delivery Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.
- To support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, GDPR legislation and the Combined Authority's safety plan.

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

Please note this post is subject to a Basic DBS Check due to access to learner data.

## PERSON SPECIFICATION

**SERVICE AREA:** Investment & Delivery Directorate

**JOB TITLE:** Skills Bootcamps Programme Manager

**GRADE:** SCP 44-50

**Note to Applicants. Essential criteria are marked with \*. All other criteria are desirable.**

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	1. Qualified to Level 4 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable).	A
	2. Evidence and commitment to continuous personal and professional development.	A
<b>Experience</b>	3. Experience of delivering skills and employment programmes in a political environment, including delivery through multiple third parties and contract management *	A,I
	4. Experience and practical knowledge of commissioning, procurement and the evaluation of tenders to ensure compliance with appropriate rules and regulations and ensure a transparent and fair process is followed*	A,I
	5. Significant demonstrable experience in leading teams to deliver key indicators, outputs and outcomes*	A,I
	6. Experience and practical knowledge of bid writing and providing an evidence base to secure funding from a range of sources*	A,I
	7. Experience of working with employers and identifying and delivering skills programmes to address their needs *	A,I

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	8. Experience of managing stakeholder relationships at a senior level including public sector bodies and an understanding of political accountability*	A,I
<b>Skills/Abilities</b>	9. Ability to operationalise programmes ensuring robust systems and processes in place to meet the needs of funders * 10. Excellent interpersonal skills and a proven ability to work across teams and work strategically to achieve outcomes. * 11. Ability to develop strategic relationships with key stakeholders * 12. High level of communication skills – written, oral and presentational. * 13. Ability to manage a complex workload with competing demands.	A,I   A,I  A,I  A,I  A,I
<b>Commitment</b>	14. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority. 15. Commitment to and understanding of equal opportunities.	A,I  A,I
<b>Other</b>	16. Flexible approach to working hours and willingness to work flexibly as and when required. 17. Ability to attend meetings inside and outside the City Region. 18. DBS Basic Check required in order to access learner data	A,I  A,I

**Key to Assessment Methods:**

I - Interview, P - Presentation, A - Application