

## **ROLE DESCRIPTION**

|                                  |  |
|----------------------------------|--|
| <b>Job Title</b>                 | Assistant Director - Employment, Skills & Inclusion    |
| <b>Salary Band</b>               | SCP 61 – 63  |
| <b>Reporting to</b>              | Executive Director Investment and Delivery             |
| <b>Directorate</b>               | Investment and Delivery                                |
| <b>Service Area and sub area</b> | Programmes   |
| <b>Team</b>                      | Employment, Skills and Inclusion (Devolved Programmes) |
| <b>Political Restriction</b>     | Yes  |

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| <b>1. Primary Purpose of the Post</b>  |
| To lead and develop Combined Authority (CA) Employment & Skills commissioning and delivery, Housing First and Digital inclusion programmes for the Liverpool City Region (LCR).  |
| <b>2. Key Role Specific Responsibilities</b>   |
| <ul style="list-style-type: none"> <li>• To lead commissioning and delivery of Employment, Skills, Housing First and Digital inclusion programmes.</li> <li>• Inform and influence strategic direction and all aspects of development and delivery of capital and revenue investment.</li> <li>• To work in collaboration with functional areas across the CA to secure funds to meet strategic ambitions.</li> <li>• To lead integrated settlement development across employment support and skills.</li> <li>• To effectively communicate how programmes and projects are taking shape, business case development, and outcomes to the Members, senior leadership team and officers as appropriate..</li> <li>• To commission and lead the teams in undertaking scheme concept development, review and award of funding.</li> <li>• Work effectively with stakeholders and local authorities to develop and lead effective employment support arrangements for LCR.</li> <li>• To oversee CA's investment in devolved programmes and integrated settlement pillars working closely with external partners and Local Authorities.</li> <li>• To develop positive relationships and effective collaboration with teams across the CA to ensure that the results of programmes and projects are utilised in policy decisions, prioritisation and investment decisions.</li> <li>• To keep abreast of new funding opportunities and ensure that the CA is able to respond in a robust and timely manner.</li> <li>• Lead the development and delivery of social inclusion programmes.</li> </ul> |

- To support development of concepts and business cases for public service innovation, public service reform and use of AI in regional public services.
- To develop relationships with key and relevant HM Government departments across the employment, skills and social inclusion agenda.

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

- To support the development of effective city region and cross-portfolio collaboration.
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Working with other members of LCRCA Leadership team to make open, honest and effective corporate management decisions within the LCRCA's formal governance structure
- To provide clear and evidence-based advice to the Senior Leadership Team, Metro Mayor and LCRCA.
- To contribute to the preparation of business plans and take responsibility for the achievement of specific workstreams.
- To support the Executive Leadership Team to embed a culture that puts the city region first, acts decisively and takes robust investment decisions.
- To contribute to the corporate management of the strategic risks facing the LCRCA
- Promote corporate efficiency targets and initiatives.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- To participate in training and development and to use all relevant learning opportunities to improve personal skills to improve effectiveness.
- Deputise for the Executive Director as appropriate.

### **General Managerial Responsibilities**

- To lead the Housing First, Adult Skills and Careers Programmes, Music Hubs, Employer Brokerage Services, BeMore, Employment Support programmes, and Digital Inclusion functions to develop a programme of schemes through the accountability of the lead officers allocating resources, developing business cases, coordinating bids, managing risks and providing leadership and inspiration to deliver service excellence.
- To ensure the team's work is effectively prioritised and keeps pace with wider Government and city region changing priorities.
- To share and communicate a clear understanding of the LCRCA priorities across devolved programmes.
- Ensure the development, proportionality and analysis of business cases is robust and that projects are tested for deliverability, affordability and value for money.
- Recruit, select, appraise and develop staff in accordance with the LCRCA's policies and procedures.



- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.
- Develop the LCRCA's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- Promote the work of the LCRCA and LCR locally and nationally.

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, 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.

#### **4. Recruitment Plan**

Assessment

Stakeholder Panel

Interview

## PERSON SPECIFICATION

**Job Title:** Assistant Director - Employment, Skills & Inclusion

| Criteria   |                                |               |
|--|--------------------------------|---------------|
| Qualifications and Training  | E = Essential<br>D = Desirable | Identified By |
| Relevant Degree or equivalent.   | E                              | A             |
| Evidence and commitment to continuous personal and professional development. | E                              | A             |

| Experience and knowledge  | E = Essential<br>D = Desirable | Identified By |
|---|--------------------------------|---------------|
| Record of achievement in a similar role, of operating in a complex environment, preferably in local and/or central government or relevant policy body/agency.                                       | E                              | A and I       |
| Direct experience of successfully developing and leading employment support or adult skills programmes.   | E                              | A and I       |
| Experience of strategic commissioning and contract management.  | E                              | A and I       |
| Experience of developing an effective approach to programme and project development and analysis which can inform and influence strategic direction, initiative development and implementation.     | E                              | A and I       |
| Experience of leading teams, providing direction and managing performance.  | E                              | A and I       |
| Experience of operating effectively and collaboratively as part of a senior team.   | E                              | A and I       |
| Experience of building effective strategic working relationships with a wide range of stakeholders.   | E                              | A and I       |
| Evidence of negotiating, influencing and giving advice to politicians, senior managers and partner organisations.   | E                              | A and I       |
| Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice. | E                              | A and I       |
| Experience of influencing Government policy and direction.  | E                              | A and I       |

| Skills and abilities  | E = Essential<br>D = Desirable | Identified By |
|---|--------------------------------|---------------|
| Ability to lead, inspire and motivate others within a culture of proactive delivery and continuous improvement. | E                              | A and I       |

|   |          |                |
|---|----------|----------------|
| Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes.   | <b>E</b> | <b>A and I</b> |
| Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations.  | <b>E</b> | <b>A and I</b> |
| Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders. | <b>E</b> | <b>A and I</b> |
| Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.  | <b>E</b> | <b>A and I</b> |
| Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines.   | <b>E</b> | <b>A and I</b> |

| <b>Commitment</b>   | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
|---|--|----------------------|
| An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority. | <b>E</b>                               | <b>I</b>             |
| A commitment to the Combined Authority's objectives and values.   | <b>E</b>                               | <b>I</b>             |
| Commitment to and understanding of equal opportunities.   | <b>E</b>                               | <b>I</b>             |

| <b>Other</b>  | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
|---|--|----------------------|
| Knowledge of the key issues facing the City Region.                                       | <b>E</b>                               | <b>I</b>             |
| Flexible approach to working hours and willingness to work flexibly as and when required. | <b>E</b>                               | <b>I</b>             |
| Evidence of quality, time management and organisational skills.                           | <b>E</b>                               | <b>I</b>             |
| Ability to attend meetings inside and outside the city region.                            | <b>E</b>                               | <b>I</b>             |

**Key to Assessment Methods:** A – Application, I – Interview.