

ROLE DESCRIPTION

Job Title	Relationship Manager (Adult Skills Fund)
Salary Band	SCP 41 – 43 - Grade 9
Reporting to	Lead Officer Skills Programmes
Directorate	Investment and Delivery
Service Area and sub area	Skills Programmes
Team	Adult Skills Commissioning Team
Political Restriction	No

1. Primary Purpose of the Post
To effectively contribute to the work of the Adult Skills Fund (ASF) Team, and to provide the interface for colleges, independent training providers, local authorities and other key stakeholders and manage a portfolio of providers. To manage a programme of delivery for the Liverpool City Region's devolved ASF funded provision to ensure that it meets the current and future needs of employers, learners and the wider economy. To develop and maintain a series of relationships with key partners in order to achieve this.
2. Your responsibilities
• Manage the development, implementation and day to day delivery of the ASF business cycle from project development to contract completion including contract and partner negotiations, on-boarding new providers, ongoing performance management of both grant funded and contract for services providers for the Liverpool City Region Combined Authority. • Work alongside the wider ASF team, the Employment and Skills Policy team and other key stakeholders such as DfE, DWP, Jobcentre Plus, OFSTED and Skills England to establish a strong evidence base that informs the development of priorities for devolved Adult Skills Fund, and contribute to ASF commissioning. • For all projects and programmes in portfolio, undertake ongoing and proactive management, monitoring, verification, recording, analysis and reporting of: ○ Financial, outputs and outcomes performance, to ensure achievement of target outputs and outcomes and programme objectives within budget and while maintaining overall value for money; ○ Support the ongoing quality assurance of providers and work alongside the compliance team and OFSTED, including regular monitoring of the activities and supporting evidence of delivery partners and their sub-contractors; ○ The validity, accuracy and eligibility of claims, including ensuring external funding bodies' management information and monitoring requirements are met; ○ Progress against milestones, and financial and outputs and outcome targets, ensuring delivery and quality concerns are raised and tackled promptly;

- Risks and issues, to ensure awareness and understanding of these and implementation of appropriate and timely mitigations.

- Deliver agreed responses as part of the Combined Authority's approach to economic shocks, inward investment and growth opportunities through partnership working.
- Support the Combined Authority in the strategic commissioning of funding including specification development and stakeholder engagement, ensuring compliance with governance processes, Funding Rules and AEB Assurance Framework.
- Identify and report on risks and issues as appropriate, and lead on resolution of operational, contractual and performance issues with colleges, local authorities and independent training providers as they arise.
- Ensure local decisions that potentially affect the financial health of institutions are understood, considered and mitigated against where possible.
- Work collaboratively with a range of stakeholders to prevent and address risks affecting the sustainability and quality of the local learning and skills sector (within ASF and other aspects of College and provider delivery).
- Analyse and interpret data in order to influence current and future skills delivery, working with the ASF Data team.
- Provide advice and support on a range of strategic economic and social development issues and how they impact on employment and skills delivery.
- Facilitate the establishment of FE College and provider networks on an on-going basis to support the work of such networks, together with other stakeholders to enable joint working on skills and employment priorities and success measures.
- Prepare and present reports, briefings and recommendations on key issues and actions to the Lead Officer and Programme Manager to facilitate executive understanding and decision making.
- Engage with, prepare and present reports or updates as required to key Boards and groups, including internal governance structures, Combined Authority, ASF Programme Board, Portfolio leads including representing the LCRCA with other Mayoral Combined Authorities/Greater London Authority as directed.

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, and the Combined Authority's safety plan.



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

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.

PERSON SPECIFICATION

SERVICE AREA: Programmes

JOB TITLE: Relationship Manager

GRADE: SCP 41-43

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Qualified to Level 4 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable).	E	Application
Evidence and commitment to continuous personal and professional development.	E	Application

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge of the publicly funded training sector and understanding of key external organisations and their role in delivering the employment and skills agenda.	E	Application Interview
Good working knowledge of local and national skills and employment policy, funding streams, associated reporting and the benefits of outcomes-related funding models.	E	Application Interview
Experience and practical knowledge of project management and project control techniques relevant to grant funded and outcome-related funding models, including financial analysis, project planning and appraisal, financing and risk management and evaluation.	E	Application Interview
Experience of commissioning and managing skills and employment providers and achieving results through effective procurement.	E	Application Interview
Experience of partnership working in a multi-agency or contractual setting, dealing with senior officials and developing and implementing partnership approaches to meet local needs.	E	Application Interview

Experience of delivering skills and employment programmes in a political environment, including delivery through multiple third parties and contract management.	D	Application Interview
Experience of commissioning and managing skills and employment providers and achieving results through effective procurement.	D	Application Interview
Experience of managing public sector funding budgets.	D	Application Interview

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent interpersonal skills and a proven ability to work across partner organisations and work strategically to achieve outcomes.	E	Application Interview
Evidence of using strategic analytical skills, including data manipulation and analysis skills in the use of spreadsheets and statistical/database packages.	E	Application Interview
High level of communication skills – written, oral and presentational.	E	Application Interview
Ability to manage a complex workload with competing demands.	E	Application Interview
Demonstrable impact of effective stakeholder engagement.	D	Application Interview
A track record of turning policy into action.	D	Application Interview
Ability to translate financial, commercial, operational and regulatory complexities into a robust project analysis and to act on that analysis.	D	Application Interview

Personal Attributes	E = Essential D = Desirable	Identified By
Resilience	E	Application Interview
Managing difficult conversations	E	Application Interview
Building trust with partners	E	Application Interview
Managing change and complex workloads	E	Application Interview

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
LCR First - do our best and we do what's right, however challenging; promote the Liverpool City Region consistently and professionally when dealing with our colleague; and use the strengths of our team to deliver	E	Application Interview



Respect - listen to understand, not just to respond, comfort in debating constructively and openly, recognise and thank others for their effort and collaborate effectively, appreciating our colleagues' expertise and experience and the work/life balance of team members.	E	Application Interview
Action Focus: understand the full impact of delay and failure to deliver; own, believe and care about the agreed way forward as one team, address poor performance and plan effectively for ourselves, our team and our resource.	E	Application Interview