

## Strategic Partnership Manager (Skills and Employment) - Grade 16

The Economy and Skills Team is focused on working with the **BUSINESS** community and learning providers to create more and better jobs, encourage investment and supporting local **PEOPLE** to have the skills and qualifications to be successful. It's also about creating the conditions where people and businesses can thrive and grow. This is underpinned by having high quality **PLACES and connectivity** where people want to live and work and having the right infrastructures that build confidence and investment into Kirklees.

The focus of our activity is set out against these three key themes of **Business, People and Places**. This will ensure greater prioritisation of resources and new and different ways of working which are focussed around the Kirklees Economic Strategy (KES).

As a Strategic Partnership Lead you will support the Head of Service to drive forward key economic growth initiatives. You will have a clear understanding of the Council's wider strategic ambition and outcomes and be Council's lead expert on all matters relating to workforce skills, learning and employment, identified as priorities within the KES. Reporting to the Head of Service, you will lead a team responsible for identifying and delivering strategic skills and learning initiatives and for overseeing management of a portfolio of existing employment support and adult learning initiatives, collaborating with a range of partners. Find out more about [working for Kirklees](#).

### The Job

You will play the lead role in developing and implementing a programme of projects within the KES and the emerging Learning, Skills and Employment Plan, focused on adult learning, workforce skills and employment support, whilst contributing to other business growth initiatives.

You will be a role model, responsible for a small team and direct and support staff to maintain a culture of high quality performance and continuous improvement to achieve the Council's outcomes.

As the Council's expert, you will have the insight to work collaboratively at all times while using the relevant intelligence to lead and drive the commissioning and delivery of the activity and plans to implement the core aspiration of the KES.

You will contribute to/support other, related areas of the Council's work – including business growth, strategic employment sites, inclusive growth, town centre regeneration and other major projects. You will be involved in collaboration across the Council and with public, private and voluntary sector partners to design and deliver solutions that achieve system-wide impacts for residents and businesses.

You will maintain a broad network of local stakeholders, supporting their effective engagement with the Council and influencing their approach to optimise outcomes for the Council and ensure that service developments meet the current and future needs of businesses and residents.

Having a positive approach to change is essential to us, alongside comprehensive programme management skills. You will take strategic leadership responsibility in a changing and complex environment to ensure effective delivery of the KES and the Learning, Skills and Employment Plan.

You will have a proven track record in influencing others and leading a team effectively.

### Job Checklist

- Strategic lead for implementation of skills and employment activities incorporating adult learning, workforce skills and employment support and including efforts to drive take-up of Apprenticeships; stimulate employer investment in workforce skills and realise local employment/training opportunities from capital projects
- Work with the University of Huddersfield, Kirklees College and a wide range of other learning/training providers to shape provision in response to learner/employer demand
- Council's lead specialist, working strategically and collaboratively with partners across the WYCA area to shape and influence strategy development and secure funding and investment
- Oversee delivery of a programme of employment support and adult learning initiatives including Works Better; the Employment Hub; Adult and Community Learning; ESOL project and other initiatives
- Develop business cases and funding propositions to support delivery of the KES
- Identify and lead key strategic relationships internally and externally to the Council to deliver and maximise priorities and outcomes, including employer and provider networks and partnerships.
- Support business engagement with other Council strategies including Digital, Climate Change, Inclusive Growth and town centre regeneration.
- Consistently apply intelligence-led decision making ensuring best practice, data and intelligence are used to drive continuous improvements and reports.
- Overall responsibility for the delivery of complex projects and programmes; setting the specifications, timescales and the budgets.
- Leads, motivates and inspires staff and partners to deliver objectives to a consistently high standard, and ensures that dependencies between projects and programmes are managed effectively.
- Supports implementation of a framework for monitoring achievement and impact of changes and facilitates feedback into strategy development across the Council
- Carries out other duties as specified from time to time. Please read our [safeguarding policy](#).

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

We are looking for an exceptional leader with substantial experience and knowledge of economic development and in particular learning, skills and employment and their role in driving up economic productivity and supporting inclusive growth.

You will represent the Council regionally and nationally ensuring that Kirklees develops and maintains positive results with a range of stakeholders.

With enthusiasm, desire and drive you will think strategically and creatively to address the challenges ahead. You will also have a clear understanding of the local political environment and be creative in the best use of resources to deliver outcomes and meet the challenging needs of the KES and the Learning, Skills and Employment Plan.

You will develop and maintain effective working relationships and partnerships with Council officers, elected members and a wide range of external stakeholders. As a senior manager in the service you will be skilled in challenging and influencing at all levels.

You will have experience in leading and line managing multi-disciplinary teams. Your leadership skills and reputation for delivering excellence will motivate those you work with and your team and enable individuals to maximise their contribution to building sustainable and inclusive economic growth.

You will be forward thinking, proactive and have a proven track record of working collaboratively to achieve outcomes.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive.

You will also promote and be a role model of the Council's Expectations of a New Council Manager within the organisation.

## Person Checklist

- Professional qualification or technical expertise and proven track record in a relevant discipline including economic development, education or regeneration; or relevant experience in a business/learning environment.
- Proven ability at a senior level to lead, commission and implement large and complex work programmes, including managing large scale budgets and contracts, using an intelligent client approach.
- Ability to lead, manage and develop multi-disciplinary teams and to provide technical leadership through a matrix structure.
- Strong influencing and stakeholder management skills and the ability to build relationships at a political, senior and management level and negotiate complex issues.
- Effective development, management and motivation of staff within the employment and skills team
- Up-to-date knowledge of external issues (legislative, regulatory etc.) affecting areas of responsibility.
- Proven ability and experience in designing, developing and implementing strategies and plans, interpreting, analysing and using data, metrics and knowledge to inform their development.
- Manage the development of robust business processes, policies and strategies for improvement.
- Ability to identify, reassess and prioritise resources effectively, in a context of competing demands.
- Able to use commercial and technical knowledge to evaluate business cases/investment proposals to identify options and make recommendations...
- Ability to make effective use of all forms of communications to ensure the Council objectives and audience requirements are effectively achieved.
- Understanding of wider issues in local government, partner organisations, public and private sector.
- Demonstrable commitment to performance management and productivity to meet the Council's priorities.
- Ability to demonstrate strategic capability and capacity.
- Committed to and champions Diversity and Inclusion.
- Demonstrates personal commitment to continuous self-development and service improvement.
- Demonstrates a flexible, creative and innovative solutions focused approach.
- Strong change management skills.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you met the requirements of the job as described under 'the person' and 'person checklist'.