

## **Job Description Additional Job and Project Specific Information**

### **Project Manager (Grade 12)**

#### **(Also known as Economic Resilience Project Officer)**

As a Project Officer in the People Services Team you will support the delivery of the Kirklees Apprenticeships for All ESF Project, particularly focusing on project managing the staff and service delivery.

The project is part funded by ESF (European Social Fund) and therefore the role is funded by ESF. ESF funds help local areas stimulate their economic development by investing in projects which will support innovation, businesses, skills development, job creation, social inclusion and local community regenerations.

#### **The Project**

Kirklees Apprenticeships for All is a Kirklees Anchor Institutions led approach to ATTRACT, SUPPORT and GROW apprenticeships across the Kirklees Metropolitan District. The Lead Partner, Kirklees Council, along with 3 core Delivery Partners, Kirklees College, Kirklees Active Leisure, the University of Huddersfield, aim to support:

- Productivity growth through improved skills planning and enhanced apprenticeship take-up, particularly in our key employers and sectors; and
- Inclusive growth, ensuring that our most disadvantaged residents can benefit and contribute to the economic growth, by taking up and progressing in apprenticeship opportunities, in turn helping to reduce employment and training gaps these groups face.
- Maximising the use of Apprenticeship Levy across the District, to increase skill levels and enable SMEs that may not currently offer apprenticeship, to do so, thereby improving productivity particularly within supply chains.

The project will deliver activities that will contribute to 'attract, support and grow' under 5 strands summarised below:

#### **1. Outreach - ATTRACT and GROW**

Engagement activities to encourage take-up of apprenticeships focusing on:

- Those that are already employed in Kirklees employers, but not participating in learning or apprenticeships.
- those that are under-employed/low paid group who could benefit from undertaking an apprenticeship.

- Those that face inequality or disadvantage i.e. people with disabilities, ethnic minorities, over 50, lone parents and progression for women.

## 2. Skills Gap/Apprenticeship Analysis - ATTRACT and SUPPORT

Detailed diagnostics with employers will identify specific skills needed alongside their business plans and identify how these can be addressed through apprenticeships, and through skills provision available via other sources including Leeds City Region Skills Service (where eligible). The analysis will result in a Skills Plan to support workforce planning for each employer, clearly identifying how apprenticeships can support organisational objectives.

## 3. Organisational Apprenticeship Capacity - SUPPORT and GROW

This would provide support to employers to build their capacity to successfully offer apprenticeships and provide meaningful learning experiences and progression opportunities for their staff. Support will include:

- Briefings and guidance to increase knowledge of apprenticeships within an organisation - how they work, how they are assessed, etc.
- Training apprentice supervisors - to ensure that they provide appropriate supervision and guidance to apprentices.
- Building an internal support structure to enhance the quality of apprenticeship experience within the workplace.
- Handholding and practical support to SMEs to set up the administrative systems needed to access apprenticeship levy transfers - i.e. digital accounts.

## 4. Apprentice Enrichment - SUPPORT and GROW

This strand will provide a range of wrap around support for apprentices, focusing on developing softer /employability skills and supporting career planning. The support will be delivered following IAG and diagnostics of needs of each Apprentice, and the development of an action plan. Tailored support will be provided to include, where required in the action plan:

- Coaching and mentoring
- Personal effectiveness and time management skills
- Building and managing workplace relationships with confidence
- Communication and presentation skills
- Team-working and leadership
- Serving Kirklees communities and customer services
- Inclusion and diversity in the workplace
- Active citizenship and social responsibility
- Jobsearch and employment skills

## 5. Business Mentoring/Peer to Peer support - SUPPORT and GROW

The delivery team will facilitate this activity strand, bringing together SMEs and large levy paying employers. The strand will enable:

- Levy paying employers supporting each other and sharing good practice to grow their apprenticeship programmes.
- Levy paying employers mentoring SMEs on workforce planning/apprenticeship/growing your own approach.
- Handholding and practical support to enable larger employers to sponsor transfer of unused levy to their supply chains.
- Access to support available through LCR LEPs Levy transfer service.
- The development of activities that enable fair access to apprenticeship opportunities for those employees that are not taking them up from particular disadvantaged groups, including ethnic minorities and those with disabilities; working with employers to put into place interventions that help them to overcome barriers to offering apprenticeships to these groups.

## 6. Evaluation

The project will be supported by a robust evaluation of the different strands of activities and the impact on the take-up of apprenticeships and progression across large and smaller employers in the District.

The project will be delivered under the European Structural and Investment Funds Investment Priority 2.1 – Enhancing equal access to lifelong learning. It is intended to primarily support employed individuals. It will support them to take-up apprenticeship opportunities as a means of gaining the skills to sustain employment and progress in their careers (including into higher apprenticeships), in addition to supporting their employers to become more productive/grow.

### **The Role**

As Project Manager you will lead the delivery of the project, across Kirklees targeting employers and those in the workforce that may not normally access apprenticeships. You will manage the project team and collaborative relationships with employers, partner organisations and providers delivering other support to the target groups, to raise awareness of the services offered through this project, and the benefits of supporting existing workforce into apprenticeships.

The Project Manager will oversee the delivery of specific strands of activities as set out in the project description above.

**Specific Roles and Responsibilities will include:**

Generic project responsibilities aligned to the Economic Resilience Project Officer. The Project focus of this job includes the following responsibilities:

- Overall Project Delivery
- Partnership Liaison/Steering Group
- Management of PM team and Delivery team

**Specific Requirements of this job – *please demonstrate using examples how you meet the requirements of the job in your application***

- Recognised project/programme management qualification or equivalent experience.
- Ability and experience of leading a team.
- Experience of overseeing monitoring and accountability structures.
- Experience of reporting to stakeholders on progress.
- Experience of taking overall responsibility for meeting project targets.
- Awareness of barriers faced by disadvantaged groups and those under-represented in apprenticeship take-up.
- Strong interpersonal skills, specifically around listening, questioning and building relationships.
- Excellent communication skills with the ability to adapt to a wide range of personality types, managing stakeholder expectations.
- Influencing skills being able to negotiate expectations of funder and partners.
- Strong team player with a positive and flexible approach to both work and colleagues.
- Solution focussed approach to project management and addressing challenges and issues.
- Is able to work independently managing and prioritising duties and project needs.
- Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget.

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

## Kirklees Apprenticeships for All



- Supportive

The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.