



Collaboration



Change



Impact



Inclusion



Trust

Job Profile

Job Title	Regional Skills Manager
Location	Home Based South
Reporting to	Senior Manager- Network South
Term	18 Months FTC
Salary Range	Manager Grade
Pay Level	£45,000 - £55,000

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Are you someone with a passion for technical and vocational education that wants to bring their expertise and skills to bear in a role that catalyses careers education to support young people into, within and on from vocational pathways? If so read on.

The ideal candidate will be autonomous whilst able to collaborate with multiple teams within CEC and external partners, translating this collaboration into clear actionable delivery. You will be a natural relationship manager and be able to balance this against supporting contractual compliance.

Role Summary

The Regional Skills Manager role is newly created and will play a key role in identifying, articulating and delivering on CEC's ambitions in technical and vocational education and training. This includes being at the vanguard in exploring the inclusion of Independent Training Providers within CECs membership and more broadly forging alignment between skills, vocational education and careers strategies and programmes. The role will play a pivotal role in ensuring national intent is translated through a place-based model.

The post will play a pivotal role in supporting clusters of Career Hubs to strengthen their engagement with providers of Technical and Vocational Training, including colleges, ITPs and employers. The role will also play a key role in supporting the operationalisation of national strategic priorities across the South.

Reporting to a Senior Manager, the post will be the primary point of regional contact for ITPs working with Clusters of Careers Hubs, within the designated area. The post will also play a key role in supporting the National Further Education and Skills Lead with the roll out of a central offer of support to all ITPs and supporting the Skills and Technical Education Senior Manager in implementing national policy and other work involving providers of technical education.

The role will also contribute towards the wider success of the Network and Employers team supporting colleagues and areas outside of the designated function as required.

Key Responsibilities

Stakeholder Management & Local Policy Development

- Align with and work closely with other governmental and non-governmental programmes related to skills and technical pathways. Including but not exclusively work delivered under CECs umbrella.
- Support CEC's work with Independent Training Providers and other provider of technical education as appropriate and their Networks within the South of the country
- Provide targeted Independent Training Provider support within the South of the country. Working with the wider Network and Employers team to grow and strengthen local and regional training provider relationships through local training provider networks and their members
- Work collaboratively with clusters of Careers Hubs and Technical and Vocational Education and Training providers to understand local and regional enablers and barriers to improving transitions to apprenticeships and technical education.
- Identify opportunities to further develop and roll out programmes and policy related to technical pathways and skills across regions within the South of the country
- Ensure CEC related programmes are aligned to and embedded within local skills and sectoral priorities and supported by our Careers Hub partners (Combined Authorities, Local Authorities and Local Enterprise Partnerships)
- Act as an ambassador for CEC, attending and presenting at stakeholder forums.

Contract Management

- Support contract management of work related to technical pathways and skills in the South of the country
- Ensure delivery partners in the South of the country are on track with their contractual targets working closely with the national contract manager
- Set and monitor standards of delivery quality and coverage in collaboration with other CEC colleagues.
- Where required, hold delivery partners to account with under performance and re-enforce the contract management process.
- Ensure activity and impact is measured and reported.

Team and Organisational Effectiveness

- Work seamlessly with Area Managers within your region to ensure education, economic development and skills priorities are interwoven into regional strategies
- Share best practice and explore collaboration across other areas of the Network and Employers Team and wider CEC colleagues.
- Provide support and coverage to other areas where appropriate.
- Provide input into the wider Company strategy by attending focus groups and events, providing place-based insight into campaigns and programmes, developing a reputation for being the 'go to' person by the wider CEC team in the region.
- Engage with the ITP national community of improvement as required.

Qualifications and experience required

- Experience of working in the skills and or technical and vocational space
- Understanding of how the training provider, skills and technical and vocational sectors operates, including drivers and challenges
- Understanding of the factors impacting vocational and technical education transitions
- Strong track record of building and managing a wide range of stakeholder relationships
- Experience of developing and presenting propositions for a business audience.
- Track record of managing contracts
- Experience of operating in a coaching and/or advisory role to improve outcomes and performance of others.
- Experience of translating strategic intent into projects and programmes, ideally across multiple locations.
- Experience of the current careers' education and corporate social responsibility landscapes.

Skills and core competencies

Project and delivery management

- Able to take goals and convert them into practical plans.
- Able to lead multiple projects in a controlled and disciplined way, some of which are managed personally and others by CEC team members

Collaboration with others

- Able to build effective collaborative and trusted relationships with colleagues, partner organisations and wider senior stakeholders.
- Able to support a collaborative culture across career hubs, training providers and their networks, within Network and Employers, the Education Development Team as well as the wider CEC.
- Willingness to engage with others to gain input and commitment to plans and decisions.

Verbal and written communication

- Written communications in the form of documents, reports and proposals which are clear, concise, and make the right impact upon the audience.
- Verbal and presentation skills which influence others, either on a one-to-one basis, or in a group or formal presentation situation, including stakeholders and volunteers.

Analysis and problem-solving

- Able to analyse situations and data in order to provide clarity, issues to be set out and decisions to be made.
- A practical and objective approach to problem-solving whilst demonstrating business acumen.

Innovation, driving progress and change

- Able to deliver actions when there is ambiguity or / and uncertainty.
- Willingness and ability to embrace and advocate change.

Job Profiles are not part of the terms and conditions of employment and may be subject to change.