



London Borough of Lambeth JOB DESCRIPTION

Job Title: Pre-Employment and In-Work Training Manager

Department: Economy, Culture and Skills

Directorate: Sustainable Growth and Opportunity

Business Unit: Adult Learning Service

Grade: PO5

Responsible to: Quality Manager/Deputy Head of Adult Learning, Skills and Employment

Responsible for:

Main purpose of post

To lead the development, implementation and monitoring of the service's Employer Engagement Strategy, successfully engaging employers and liaising with colleagues and partners to embed a culture of responsiveness to the needs of employers and successful outcomes in the upskilling of the local labour force across the borough.

To develop productive partnerships and increase the involvement of employers, businesses and other stakeholders in shaping the design and development of adult learning, skills and employment related provision across the borough.

To develop and oversee the management of the service's Procured Adult Education Budget In-Work training programme and of the pre-employment training programmes, acting as the prime point of contact and a source of advice and support.

To drive the growth of the Adult Learning Service through generating additional income, identifying major bid opportunities and developing successful public sector bids as well as securing sponsorship from the private sector.

To proactively seek and pursue opportunities to collaborate with local, regional and national partners and organisations to develop and implement successful, innovative joint projects and programmes for growth in learning and training opportunities to meet employer needs.

Principal Accountabilities

Business Development and Funding

1. Manage and develop the service's in-work and pre-employment training programmes, ensuring that the programmes meet employers' and trainees' needs and that they comply fully with funding and contractual requirements.
2. Develop new training programmes that upskill and reskill local residents, enabling them to secure better jobs and to progress in work.
3. Monitor and identify funding opportunities, develop innovative proposals for business growth and maintain up-to-date baseline information to support bids and grant applications.

4. Develop, prepare and deliver presentations on growth and additional income opportunities for Head of Adult Learning, Skills and Employment and senior managers.
5. Write and edit bids, proposals and expressions of interest, pre-qualification questionnaires and presentations to secure additional funding, responding to regional and national tendering opportunities.
6. Complete bid documents to deadline and prepare them for submission, ensuring they are consistent, high quality and fully meet service and funders' standards and specifications.
7. Ensure full compliance across all employer related activities including Health and Safety, risk assessments and insurances.

Stakeholder Engagement and Partnership Working

8. Liaise with employers, Jobcentre Plus and colleagues across the Council to identify current and emerging skills needs and employment opportunities in key local growth sectors.
9. Work with internal partners and external agencies to identify the current skills gaps in the local labour force so relevant training provision can be delivered.
10. Engage and support local businesses to actively contribute to shaping the design and delivery of adult skills and employment related programmes.
11. Work closely with key internal contacts including the Quality Manager, Curriculum Manager and Data, Performance and Funding Manager, to develop relevant and high quality employment related training programmes.
12. Work with all partners and agencies to ensure a culture of inclusivity within the employment related programmes delivered by Lambeth Adult Learning.
13. Liaise closely with key partners to increase learner progression rates, facilitating smooth referrals from Jobcentre Plus to training providers and employers to ensure clear progression routes and sustainable destinations into employment or better employment.
14. Secure new corporate partners to sponsor and support adult learning initiatives and training programmes which fall outside the core funding remit.
15. Advise the Head of Adult Learning, Skills and Employment and strategic planning groups on key developments in employer needs and emerging employment opportunities across the borough.

Generic Responsibilities

Duties expected to be undertaken by all Council employees:

- To carry out the duties of the post in accordance with the General Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, Safeguarding and Prevent and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy.
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relationships.
- To actively promote and uphold the Council's code of conduct, values, priorities and service standards.

- To undertake other duties appropriate to the grade as directed by management.

Dimensions

Staff Management responsibilities

The Pre-Employment and In-Work Training Manager has no direct line management responsibilities.

The postholder may be required to support staff and consultants in respect of key projects appropriate to the level of the grade.

Budgetary responsibilities

The Pre-Employment and In-Work Training Manager has no responsibility for managing budgets.

Other

The postholder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.

The postholder's decision-making authority is determined by Council policy and procedures.

PERSON SPECIFICATION
Pre-Employment and In-Work Training Manager
PO5

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a 'Ticks' (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Key Knowledge	K1	Relevant degree or equivalent.	A✓
	K2	Sound understanding of London and local labour markets, and of current and emerging skills gaps and employment opportunities in key local growth sectors.	A✓
	K3	Demonstrable understanding of the skills and training needs of large employers, SMEs and micro-businesses including Business Improvement Districts.	
	K4	Sound knowledge of barriers to employment faced by disadvantaged residents in an inner city borough and of the needs of the newly unemployed.	A✓
	K5	Good understanding of Adult Education Budget and European Social Fund funding and audit requirements.	A✓
	K6	Sound understanding of the use of Management Information to support improvements in provision and to manage contracts and risk.	
Relevant Experience	E1	Track record in development of new training programmes that upskill and reskill local residents, enabling them to secure better jobs and to progress in work.	A✓
	E2	Substantial experience of liaising between employers, training providers and Jobcentre Plus, ensuring that training programmes met employers' and employees'/trainees' needs.	A✓
	E3	Solid experience of successfully engaging and supporting local businesses in actively contributing to the design and delivery of adult skills and employment related programmes.	

	E4	Proven experience of identifying opportunities for additional income generation, preparing successful funding bids and grant applications and/or securing sponsorship.	A✓
	E5	Sound experience of ensuring full compliance with health and safety and other legal requirements across all employer related activities.	
	E6	Strong experience of successfully representing an organisation with external agencies, forging excellent relations and promoting the organisation in a positive manner.	
Core Behaviours		<p>Focuses on People</p> <p>Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.</p>	
		<p>Takes Ownership</p> <p>Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p>	
		<p>Works Collaboratively</p> <p>Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p>	A✓
		<p>Communicates Effectively</p> <p>Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p>	
		<p>Focuses on Results</p> <p>Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.</p>	A✓

LAMBETH ADULT LEARNING TEAM STRUCTURE

