JOB DESCRIPTION

JOB TITLE: Skills Delivery Officer  JE NUMBER: A13091
DIRECTORATE: Economic Growth  BAND: 12
RESPONSIBLE TO: Economic Development Manager

RESPONSIBLE FOR: Delivery of the Skills Action Plan and Apprentice Town initiative

MAIN PURPOSE OF POST:
To lead on the delivery and implementation of initiatives and programmes contained within the Chesterfield Skills Action Plan. Working with internal and external partners to achieve the objectives contained within the Skills Action Plan.

To take the lead on the Apprentice Town initiative to ensure that apprenticeships are promoted effectively with young people, employers and parents and that participation in Apprenticeships within the Borough is increased.

To work with the Planning Team, developers and external partners to ensure community gain is maximised from developments taking place in Chesterfield, exploiting the pro-active use of local labour clauses and local supply chain initiatives. This should include the monitoring of the impact of activities undertaken to highlight the value of intervention and to develop good quality case studies.

To support the promotion of local supply chain initiatives to developers investing in the Borough, through direct public sector procurement activity and through promoting the benefits of trading locally to businesses.

Work with external delivery partners (including LEP’s) to monitor the impact of skills programmes and initiatives, to ensure that finance is accessed for project delivery.

To ensure senior council officers and elected members are fully briefed on all issues relating to skills in the local economy
To manage CBC budgets in relation to skills.

To work with businesses to provide advice in relation to skills support/recruitment support including responding to redundancies as they emerge.

To support the wider Economic Development Team in responding to inward investment enquiries where skills support is an integral part of the response required.
To ensure that through effective skills delivery that the opportunity to impact on social exclusion is harnessed for the benefit of residents of the Borough.

**DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1. To be responsible for the supervision and co-ordination of all employees within Chesterfield Borough Council that may be assigned to projects to support skills delivery.

2. Deputise as required for the Economic Development Manager and Assistant Director, Economic Growth.

3. To keep abreast of best practice, innovation and developments in respect of the wider skills agenda and to recommend policy and improvements to the Corporate Management Team.

4. To lead the delivery of all activity related to the Chesterfield Skills Action Plan including the delivery of the Apprentice Town Initiative, Local Labour initiatives, local supply chain, redundancy responses, business support in relation to skills and recruitment and the effective monitoring of delivery of external partners projects in relation to skills.

5. To ensure the timely review of the Skills Action Plan in conjunction with the wider Development and Growth Service and other internal and external partners including LEP’s, local Colleges and academic institutions.

6. To take a strategic lead in developing and building commercial relationships with key stakeholders, developers, land owners and potential investors to deliver skills support activity.

7. To work closely with Cabinet and local elected members on the skills issues and policies for the borough that align with the Skills Action Plan, Corporate Plan and Growth Strategy.

8. To work with the Economic Development Manager to deliver a key account management approach to advising businesses on skills, apprenticeships, local supply chain activities.

9. To ensure that the council adopts a consistent, pro-active approach to delivering positive outcomes from local labour clauses agreed as part of the planning process on new developments and that the impacts of these clauses are effectively monitored.

10. To strategically commission skills activity via a range of delivery models to maximise public, private and institutional financial resources for the borough.
11. To ensure that the range of innovative skills delivery models are responsive to national skills policy and funding environments to increase delivery and funding from Government, public, private and institutional finances.

12. To bid for and assemble funding and manage the budgets that will support the delivery of the new build programme.

13. To be responsible for procuring and managing capital and service contracts, ensuring that all contractual, legal and health and safety matters are addressed.

14. To advise members of the council, service areas and where appropriate other individuals and organisations on matters relating to the area of activity.

15. Represent the council on inter-authority and regional working groups as appropriate.

16. Prepare and present reports to meetings of portfolio holders, the council's Cabinet, committees, scrutiny panels, community forums and tenant groups as appropriate.

17. To keep up to date with any changes in legislation impacting on the area of activity and to recommend to the Assistant Directors for Economic Growth and Housing any changes to policy and/or procedure in order to ensure compliance with legislation.

18. To assist in planning and delivering services in line with the Economic Growth Service Plan.

19. To assist in the setting of key performance indicators for the area of activity and to monitor, manage and report, as appropriate, performance against indicators.

20. To assist in setting and managing budgets for the area of activity and to be responsible for the effective and efficient control of all budgets relating to the area of activity.

21. To ensure that all services are provided in accordance with the council’s Equalities Policies and Procedures.

### GENERAL – To be aware of and implement the following:

<table>
<thead>
<tr>
<th>Equalities</th>
<th>The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.</th>
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<tbody>
<tr>
<td>Code of Conduct</td>
<td>All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.</td>
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<tr>
<td>Health &amp; safety</td>
<td>To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.</td>
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</table>
**Staff Development** - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

**Data Protection** – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

**Safeguarding Children and Vulnerable Adults** - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

### SPECIAL FEATURES OF POST:

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<tr>
<th></th>
<th>YES</th>
<th>X</th>
<th>NO</th>
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<tbody>
<tr>
<td>Political Restriction</td>
<td></td>
<td>X</td>
<td>NO</td>
</tr>
<tr>
<td>Vetting Checks e.g Disclosure and Barring Service (DBS)</td>
<td>YES</td>
<td>NO</td>
<td></td>
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<tr>
<td>Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.</td>
<td>YES</td>
<td>X</td>
<td>NO</td>
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<tr>
<td>You may be required to carry out those duties at your present workplace or at another council venue.</td>
<td>YES</td>
<td>X</td>
<td>NO</td>
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</table>

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.
<table>
<thead>
<tr>
<th>KNOWLEDGE / SKILLS / ABILITIES</th>
<th>Assessment Method</th>
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<tr>
<td>Essential</td>
<td>Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates</td>
</tr>
<tr>
<td>• Computer Literate with good IT skills, in particular Microsoft Office including Outlook, Word, Excel and PowerPoint</td>
<td>Application Form</td>
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<tr>
<td>• Knowledge of current skills issues, legislation and best practice.</td>
<td>Application Form, Interview</td>
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<td>• Ability to analyse complex issues, produce reports and provide briefings.</td>
<td>Application Form, Interview</td>
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<td>• Ability to demonstrate a robust knowledge and understanding of skills issues from the public sector perspective.</td>
<td>Application Form, Interview</td>
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<td>• Ability to use relevant ICT systems, e.g. Microsoft Word, Excel and PowerPoint, Auto Cad and Project Management tools and applications.</td>
<td>Application Form</td>
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<td>• Effective verbal and written communication skills.</td>
<td>Application Form, Interview</td>
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<tr>
<td>• Ability to influence, negotiate, build and develop/manage strong working relationships with external partners and customers.</td>
<td>Application Form, Interview</td>
</tr>
<tr>
<td>Desirable</td>
<td>Application Form, Interview</td>
</tr>
<tr>
<td>• Appreciation of legal contracts and public and private sector financial instruments to skills activity, employment growth and regeneration.</td>
<td>Application Form, Interview</td>
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<td>• Experience of local government working practices.</td>
<td>Application Form, Interview</td>
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**EXPERIENCE**
### Essential

- Extensive experience of working on delivery of complex and skills projects and initiatives.  
  Application Form, Interview
- Experience of relationship management with partners and private sector developers up to Director level.  
  Application Form, Interview
- Experience of working in a multidisciplinary team within a project delivery focused /Economic Development environment.  
  Application Form, Interview
- A proven track record of identifying and securing external funding and private sector investment.  
  Application Form, Interview
- Experience in using programme and project management techniques and software.  
  Application Form, Interview
- Extensive experience of preparing project briefs and procuring and managing consultants.  
  Application Form, Interview

### Desirable

- Working with private sector and public sector partners to secure successful outcomes  
  Application Form, Interview
- Experience of implementing local labour agreements on developments with developers.  
  Application Form, Interview
- Experienced at presenting reports to committees/ project boards/ senior management teams.  
  Application Form, Interview
- Experience of writing and developing strategies and reports for a wide range of people  
  Application Form, Interview
- Experience of local government working practices  
  Application Form, Interview
- Experience of the direct line management and direction of staff.  
  Application Form, Interview

### QUALIFICATIONS

#### Essential

- Degree in Economic Development related or equivalent discipline.  
  Qualification Certificate

#### Desirable
<table>
<thead>
<tr>
<th>Qualification in management</th>
<th>Qualification Certificate</th>
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<tr>
<td>Prince2 Project Management or equivalent</td>
<td>Qualification Certificate</td>
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**OTHER REQUIREMENTS**

**Essential**

<table>
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<tr>
<th>Requirement</th>
<th>Selection Process</th>
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<tr>
<td>To display the council’s values and behaviours when carrying out the job role</td>
<td>Application Form, Interview</td>
</tr>
<tr>
<td>To perform the job role in accordance with the specified level of the council’s Competency Framework</td>
<td>Application Form, Interview</td>
</tr>
<tr>
<td>Commitment to self-development, service improvement and organisational effectiveness</td>
<td>Application Form, Interview</td>
</tr>
</tbody>
</table>