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| **Service:** | Economy Directorate  |
| **Post title:** | Head of Skills, Education and Employment  |
| **Grade:** | HOS 2  |
| **Responsible to:** | Director of Economy  |
| **Staff managed:** | Manages a team of specialist professionals |
| **Date of issue:** | May 2025 |
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| Job context |
| York and North Yorkshire Combined Authority (the Combined Authority) is a public sector employer with access to powers and funding to unlock transport and housing improvements, boost skills provision and help the economy transition to net zero. Making the most of the combined strengths of the city region and rural powerhouse, the Combined Authority is a long-term commitment to shaping a brighter future for generations to come. By working for us you will play a part in making positive changes, unlocking investment, supporting business and communities to thrive, and creating new and better opportunities for people that live and work here.The Head of Skills, Education and Employment will be responsible for leading, developing, and managing all aspects of an integrated skills, education and employment function within the Economy Directorate. They will lead the strategic development of the detailed skills and employment strategies that underpin the wider economic strategy and deliver the Economic Framework and Mayoral vision. These will respond the needs of business and employers across the region and help drive high growth opportunity sectors. They will ensure the successful and compliant delivery of all devolved skills funding programmes (currently £30m per annum).Working closely with the Integrated Delivery Unit (PMF) design and deliver YNYCA Mayoral Investment Funding programmes relating to skills and education. They will matrix manage large scale delivery teams within the local authorities to ensure regional skills strategies and programmes are delivered They will lead the delivery of the emerging all age careers strategy and manage the Combined Authority Careers Hub, and they will lead on engagement with national partners (Universities, colleges and a wide range of learning/training providers) to raise the aspirations of young people in the region by inspiring them through an education programme of future employment opportunities. YNYCA’s overall work programme is evolving, ambitious and focused on the future to deliver tangible, sustainable, lasting and systemic change for our communities within a robust governance framework.Key outputs are inclusive of, but not limited to:1. Local Skills Improvement Plan. 2.Get Britain Working local plan.3.YNYCA partnerships strategy for skills & employment. |
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| Structure |

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| Job Description |
| Job purpose | * **Lead the strategic development of skills and employment strategies that deliver the Economic Framework and Mayoral vision.**
* **Oversee an integrated skills, education and employment function for YNYCA’s economy directorate**
* **Ensure the successful and compliant delivery of all devolved skills funding programmes**
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| Operational management | * Support the Director of Economy in the creation of an empowered, high performing, outward-facing directorate that looks to continually improve the way we work.
* Represent the Combined Authority in high level interactions with central government, local government, stakeholders and partners.
* As part of a Directorate management team, provide visible leadership across the directorate
* To be the subject expert in their field, providing direct briefings to the Mayor and shaping the Combined Authority’s agenda
* To shape the strategic direction and appropriately resource the service area.
* Drive successful delivery of all programmes and activity for which the service area is responsible.
* Produce and present written reports to the Combined Authority ensuring all appropriate permissions are in place for service delivery
* Ensure programme delivery is compliant with the Combined Authority’s assurance framework and complies with all statutory and legislative requirements (such as procurement, legal, financial and human resources)
* Actively manage a complex forward plan and pipeline projects to ensure managed prioritisation of delivery
* Work across the Economy directorate and wider Combined Authority to ensure the service area contributes and compliments to the whole economy agenda
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| Communications | * To represent the Directorate and Combined Authority across, stakeholder partner relationships.
* Engage the Combined Authority and its Committees with both written and presented information in a high quality professional manner.
* Provide the key interface from the Combined Authority with local authority colleagues to influence and build shared ambitions.
* Influence and liaise with stakeholders and partners as required to ensure that implementation of plans is carried out consistently and effectively.
* Deliver presentations to develop effective service delivery and good stakeholder relationships.
* Inform and analyse national and local policy change and communicate implications to senior operational managers and staff as appropriate.
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| Partnership / corporate working | * Work in conjunction with partners, local government organisations and agencies to drive improvement in public services and public confidence.
* Create, maintain and develop close partnership links with public, private and third sector partners to achieve the best support in delivering the Combined Authority’s priorities
* Ensure YNYCA is actively engaged in national policy developments, building effective strategic and operational relationships with counterparts at the Department for Education, and Skills England.
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| Resource management | * Exercise professional leadership through managing staff, ensuring relevant professional and occupational standards are maintained.
* Inspire, lead and line manage staff, taking responsibility for recruitment, appraisals and allocation of work.
* Budget management responsibility and decision making from a delegated budget
* Manage the service area within operational budgets, and be responsible for the delivery of all funded programmes for which the service is responsible.
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| Systems and information  | * Ensure that systems and processes to support the service are consistent with the Combined Authorities standards and procedures.
* Produce written reports as required including evaluation and impact statements for distribution service wide and to partners.
* Use relevant IT systems and tools to support the management, delivery and development of services, ensuring records are accurate and current.
* Ensure government guidance and legislation are interpreted appropriately and are adhered to in a manner consistent with good practice.
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| Strategic management | * Oversee the joint and Directorate programmes promoting equality, diversity, inclusivity and human rights compliance, ensuring improvement in community public trust and confident in public services.
* Lead on the strategic development and delivery of evidence-based policy for Skills, Education and Employment to achieve the Directorate priorities.
* Serve as a member of the Directorate’s management team, delivering to the directorate and corporate agendas.
* Establish a culture and approach within the Economy Directorate, providing clear objectives and priorities which filter through to individual and team objectives that encourages and promotes performance management and improvement
* To ensure the Service delivers on its reporting and accountability obligations
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| Politically Restricted  | * This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* Knowledge of skills and employment policy and landscape at national and local level
* Knowledge of the skills and employment support landscape in York and North Yorkshire region
* Comprehensive knowledge of the main issues and influences affecting the service area.
* Detailed knowledge of main issues and influences affecting the services allocated to this post.
* An understanding of devolution and local government, and current and future issues to be faced, as well as the financial, legal, and political context of public sector management.
* Comprehensive knowledge of the principles and practice of:

a. effective people management. b. excellent customer service. c. continual improvement using evidence – based approach; and d. appropriate risk management * In depth knowledge and understanding of pathways to employment, including Careers Education, Information, Advice and Guidance, for all ages
* Understanding of the role of the Education and Skills Funding Agency and other regulative bodies in relation to Skills and Employment
 | * Knowledge of issues surrounding the operation of Combined Authorities.
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| Experience* Significant leadership experience in the field of skills and employment
* Experience of having successfully negotiated and engaged with key government departments on policy and funding
* Experience at designing and leading large scale skills programmes within government guidance and procurement legislation
* Proven track record of strategic and analytical thinking to develop effective responses to opportunities and challenges
* Experience of reporting complex performance data at a local and national level
* Extensive experience of strategic planning, policy development and implementation, and performance management
* Experience of developing and implementing organisational culture change within a large diverse organisation
* Successful management of budgets
 | * Experience of responding to media enquiries.
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| Occupational Skills* High level analytical skills with the desire to ask difficult questions; be tenacious and find service improvements
* Highest standards of integrity and probity and a demonstrable commitment to Equality, Diversity, Inclusivity and Human Rights
* Excellent communication skills, strong negotiation and influencing skills.
* The ability to lead - and play a key role as part of – across a complex public authority and across the partnership landscape.
* The ability to think strategically and to appreciate the wider corporate and public interest needs
* The ability to work on own initiative and self-motivate
* The ability to prioritise and manage multiple work streams.
* Ability to risk assess and make effective decisions balancing this alongside overall organisational goal
* Political awareness and capacity for partnership working in a highly devolved and accountable service
* A passion for supporting vulnerable young adults with a focus on ‘no one left behind.’
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* A degree or equivalent level of experience
* Management qualification or equivalent level of experience
* Evidence of continuous professional development.
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| Other Requirements* Able to work flexibly to meet the demands of the job including some out of hours working at either evenings or weekends.
* Committed to the development and demonstration of the corporate vision, values and behaviours.
* Committed to ensure equality and inclusion are demonstrated.
* Highly motivated and not easily discouraged.
* Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, members, external partners and other stakeholders.
* A high degree of probity and integrity and work within the constraints of a publicly funded service.
* A commitment to learning and achievement.
* Able to travel for business purposes
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| Behaviours * Link to YNYCA Values and Behaviours
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.