

Skills Strategy Manager Job Description

Purpose:

This is an exciting role that will help to shape and focus the development and activities of the skills agenda within the EM3 region, particularly in the context of delivering the objectives of our Strategic Economic Plan and emerging Local Industrial Strategy. Working with both internal and external partners the post holder will develop robust relationships, research and implement new ideas and support the Head of Skills to integrate this important agenda across all areas of the LEP. Of great importance is the support and policy advice that the post holder will give to the Enterprise M3 Head of Skills and the Senior Management team. Integral to the role is the ongoing support and development of the Skills and Talent Action Group which is the Enterprise M3's Skills Advisory Panel.

Whilst positioned within the Skills function of the Business Delivery team, the post holder will also support the wider LEP team's overall activities in communications, events, business engagement and other Enterprise M3 activities.

Location:

Basingstoke but travel across the Enterprise M3 area will be required as well as attending events/meetings outside of the region.

Responsible to:

Enterprise M3 Head of Skills

Working hours and salary:

This post is available full time or as a job share with a salary of £40,449 - £45,524 (pro rata if part time). We would also welcome secondments from partner organisations.

The post will be on a 2-year fixed term basis until October 2022.

Main responsibilities:

- To support the Enterprise M3 Head of Skills with the ongoing development and management of the Skills and Talent Action Group to include working with the data analyst role or consultancy supporting the analytical work required by the Department of Education.
- To play a significant role in the development of the people element of the Local Industrial Strategy supporting the interpretation of strategy into action
- To deputise for the Head of Skills at key local, regional and national meetings
- To provide detailed written materials to support skills work, to develop briefings both internally and for high level meetings with Government and businesses within the Enterprise M3 region. To respond quickly to skills related enquiries.

- To continue the development and maintenance of a baseline review of skills support and provision across the region
- To take the team lead in the development of strategic interventions relating to skills priorities, for example an Apprenticeship Hub and Skills Portal within the ESF programmes
- To work with the Apprenticeship Lead within the Careers and Enterprise Company to support programmes and development within the region
- To review the skills evidence base for the EM3 area post initial consultancy work and to work with partners to develop business cases to support the activity required to deliver interventions that will implement the SEP and Local Industrial Strategy
- To develop and maintain working relationships with businesses, training providers, local authorities and other skills and careers providers to support the delivery of Enterprise M3's Strategic Economic Plan and Local Industrial Strategy
- To support Enterprise M3's communications activity, including providing input to the Enterprise M3's stakeholder events, website and social media accounts

Capabilities/Experience Required

- Exceptional written communication skills with experience of producing written reports and briefings for senior audiences.
- Excellent presentation, communication, interpersonal and advocacy skills, including the ability to work with a senior audience.
- Ability to work with, and quickly build strong relationships with, a range of partners at all levels across the public, private and not-for-profit sectors.
- Engaging personal style, and an ability to work in an ambiguous and rapidly changing environment.
- Experience of skills development and an understanding of local economic threats and opportunities.
- An understanding of the aims and vision of the Enterprise M3 LEP, along with the Enterprise M3 Strategic Economic Plan and emerging Local Industrial strategy
- Experience of working in a fast-paced team and pressurised environment, and with experience of rapid policy development.
- Proactive and positive approach, strong problem-solving ability and resilience.
- Ability to work independently and as part of a team.
- Commitment to diversity and equality of opportunity.

How to apply

Application should include:

- a cover letter describing how your experience matches the key areas of responsibility and the capabilities and experience within the job description
- a CV

An electronic version of the above documents should be sent to recruitment@enterprisem3.org.uk by 17:00pm on 27th September 2019

For any questions regarding this post please contact

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Candidates might be contacted via telephone. Successful candidates will be invited to a job interview which is expected to take place in October 2019 in Basingstoke.

Enterprise M3's work, including this role, is funded through a number of partners including the Local Growth Fund, European Structural and Investment Funds and the Careers and Enterprise Company:

