

Job Title	Careers Hub Lead - Strategy
Team	Business & Skills
Reporting To	Tina Slater, Head of Employment and Careers, Education, Skills and Employability
Contract Type	Fixed term until August 2024 (we would also be keen to consider secondment opportunities)

About your role

The post holder will be the Careers Hub Strategic Lead for the South Yorkshire Careers Hub which is based in the South Yorkshire Mayoral Combined Authority (SYMCA). SYMCA includes the four local authority areas of Barnsley, Doncaster, Rotherham, and Sheffield. More information about SYMCA and our priorities is available on our [corporate website](#).

The South Yorkshire Careers Hub is part of a wider network funded by the [Careers and Enterprise Company](#) to deliver improved careers education for 11-18 year olds. The Network acts as a catalyst, connecting employers with schools and colleges throughout England to deliver world-class careers education. As Strategic Lead for the Hub, you will have responsibility for:

- Leading and driving sustainable system change in careers provision both within the hub and as part of the national network of Careers Hubs across England by ensuring the hub is at the centre of local careers provision and policy making decisions;
- Lead and drive cross sector engagement and collaboration to ensure all young people can access high quality careers and enterprise education that aligns with SYMCA's economic and skills priorities as articulated in our Strategic Economic Plan;
- Set, monitor and review the South Yorkshire Hub's strategy for delivery of improved and measurable career outcomes and achieve sustainable change in careers provision at a local and national level;
- Lead, manage and develop a team of delivery professionals and volunteers to provide high quality careers provision in accordance with the best practice outlined in Gatsby Benchmarks, the Government's Careers Strategy and the Grant Funding Agreement with the Careers and Enterprise Company;
- Line management of the Careers Hub Operational Lead.

Why is your role important or how does it add value?

The role will add value:

- By providing strategic leadership to the South Yorkshire Careers Hub, ensuring that the Hub makes a measurable improvement to careers outcomes for young people and delivers a positive impact on SYMCA's strategic skills and employment priorities.
- By playing a critical role in developing strong and effective partnerships across South Yorkshire, including schools and colleges, employers, delivery partners and others across the wider skills landscape.
- By ensuring that people of all ages can access careers information, advice and guidance based on robust and up to date Labour Market Information, driving a measurable shift in career interests in line with inclusive growth ambitions for the South Yorkshire economy.

- By contributing to the delivery of the ambitions set out within the SYMCA's Strategic Economic Plan.

What are the tasks or work areas you are responsible for?

- Create the vision, set and direct the long-term strategy for the Careers Hub with clearly defined and measurable outcomes that evidence sustained change in careers provision for all young people.
- Build and implement a Careers Hub strategic plan that harmonises local economic and skills priorities, achieves sustained change in careers provision and meets the Grant Funding Agreement.
- Establish an effective working partnership with the Careers and Enterprise Company, working with the regional lead to enhance impact, and remove barriers to system change and contribute to the national programme of excellence in careers provision.
- Lead, develop and retain a team of staff and volunteers from business, to deliver the work streams and achieve the outcomes outlined in the Careers Hub strategic plan and achieve the Grant Funding Agreement.
- Work closely with the Operational Hub Lead to ensure the team are supported to achieve results as identified in the strategic plan and Grant Funding Agreement.
- Build an accountability culture and climate where staff and stakeholders are empowered to achieve results. Embed a structured process for setting objectives, tracking progress and providing support and direction to address performance gaps.
- Work with SYMCA to develop a governance group of relevant local senior stakeholders to support and steer the direction of the Careers Hub and act as a guiding coalition to enable change.
- Engage and influence senior cross sector leaders and stakeholders including the Apprenticeship Service, National Careers Service, Job Centre Plus to support the delivery of the strategic plan by providing inspiration, thought leadership, and driving cross sector engagement and collaboration to deliver the strategic plan.
- Implement a culture and process for continuous improvement, fostering innovation, embedding quality assurance, and driving sustainable change across the team and the wider hub community.
- Establish and embed a research and evaluation methodology to demonstrate and evidence the impact of the Careers Hub and promote its achievements to ensure it is established as the beacon of best practice within South Yorkshire, able to influence policy and wider practice on careers across the region and nationally.
- Establish a model to cascade the learning and scale best practice from within the Hub to schools, colleges, and delivery partners beyond the hub to drive sustainable change in career provision for all young people.
- Establish and embed robust systems and processes for contract management, financial and risk management and tracking and reporting on key deliverables, working within requirements set by SYMCA. Ensure clear accountabilities, transparency and decision-making structures are in place to ensure the hub budget and Grant Funding Agreement reporting requirements are achieved.

- Collaborate with other Hub Leads to support peer to peer learning, engage with action learning sets, identify innovation and scale best practice and be part of the movement that is driving sustained change in careers provision at a national, regional as well as local level.

- Establish and embed research and evaluation methods to prove the impact of the Careers Hub.

About You

What kind of **behaviours** are important?

Ambition	Sets challenging, ambitious goals, KPIs and objectives for all of their team based on critical areas of performance
	Visibly demonstrates a can-do approach to their role, challenges they face and changes - upbeat and optimistic
Innovative	Demonstrates good judgement, capable of making decisions with limited information quickly to ensure initiatives are implemented
	Thinks strategically when developing solutions and ideas, thinks for the long term to ensure solutions are sustainable
Integrity	Consistently focused to achieve outcomes when faced with conflicting priorities
	Able to successfully manage multiple project streams simultaneously
Collaborative	Demonstrates a mature, inclusive leadership style that encourages debate, discussion and involvement
	Actively listens to the ideas, thoughts and opinions of colleagues, doesn't leap to conclusions or dismiss the contributions of others
Flexible	Empowers the team to deliver initiatives, delegates the authority to act to appropriate team members
	Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way
Impact	Responds swiftly and positively to changes in the agreed objectives or plans, flexible to adapting the plan
	Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes

What or wider knowledge do you need?

Qualified to degree level or equivalent in a relevant subject.	A/I	D
Knowledge and understanding of local skills and economic priorities and the issues facing young people in accessing employment.	A/I	E
Strong understanding of strategic priorities for the LEP, regeneration plans, recovery plans and sector deals local labour markets demographics.	A/I	D
An excellent understanding of: <ul style="list-style-type: none"> • The post-16 careers landscape including, the National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels and; 	A/I	E

The wider economic, political, and social drivers of business.		
An in-depth working knowledge of the Gatsby Benchmarks for Good Careers Guidance.	A/I	D

What previous experience is needed?		
Significant experience of delivering programmes or projects with multiple stakeholders on time and to budget.	A/I	D
Experience of managing people and performance to achieve ambitious targets, including settings objectives aligned with organisational goals, identifying under performance, and proactively addressing this.	A/I	E
Significant experience of engaging and building relationships with stakeholders from education, the careers sector and business and influencing them to support a common goal.	A/I	E
Experience of proactively addressing problems and working collaboratively to develop effective solutions and achieve results.	A/I	E
Significant experience of contract management and grant funding, and the fiscal and risk management associated with these.	A/I	D
Experience of using data and evidence to analyse and report on performance, barriers and achievements and share this intelligence across SYMCA governance structures.	A/I	E
Experience of working with and managing volunteers.	A/I	D
Experience of effectively designing, developing, and implementing processes and systems, including managing quality assurance and the standardisation of operating procedures and practices.	A/I	E
Experience of working with leaders in the education and business communities to identify the constraints and barriers to service delivery	A/I	E

What skills should you have?		
Excellent interpersonal and communication skills including the ability to: <ul style="list-style-type: none"> Motivate and influence others to achieve common targets/goals. Engage stakeholders and drive collaboration. Coach and develop others. Set clear objectives, build accountability, and inspire and lead a team to achieve results.	I	E
Strong programme management skills, well versed in producing performance reports targeted to a range of audiences and formats.	A/I	E
Highly organised, able to work under pressure, and prioritise own tasks and the tasks of others to meet, targets, timescales, and deadlines.	A/I	E
Excellent problem-solving skills and able to demonstrate creativity and innovation when dealing with issues.	I	E
Strong analytical skills applied to carrying out research, developing evidence-based strategies, policies and procedures and reporting skills to inform key and senior decision making.	I	E

Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem.	I	E
Self-motivated, willing to learn, resilient and able to adapt to changes and setbacks in the work environment.	I	E
Excellent and well-developed leadership skills, to include an ability to think creatively and implement solution and outcome focussed problem solving with an ability to initiate and manage change through influence and collaboration	I	E

This role is funded by the Careers & Enterprise Company. Although we cannot guarantee funding post August 2024, based on previous arrangements, we anticipate that funding will be confirmed for the role for a further year.