

Job Title	Senior Development Manager (Skills)
Team	Skills & Employment
Reporting To	Assistant Director Skills & Employment

About your role

The post holder will be responsible for taking the practical steps to ensure that South Yorkshire's devolved Adult Education Budget (AEB) is commissioned and delivered in line with the policies and priorities agreed through the MCA's governance structures and with the conditions for funding that come from government with devolved funding. The role will operate as part of the wider interconnected AEB team with staff leading on programme and performance management, procurement, data and analysis and marketing and communications.

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

- Ensuring ALL residents across South Yorkshire have access to high quality, relevant information, advice and guidance
- Raising aspiration and improved social mobility and inclusion
- Enable improved transition of young people post-16 into employment and further training

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

- Responsible for making recommendations for priorities for Adult Education Budget commissioning based on the South Yorkshire Mayoral Combined Authority (SYMCA) Strategic Economic Plan, future Local Skills Improvement Plans and other evidence.
- Develop the picture of Adult Education Budget provision within each 'place' in South Yorkshire and stimulate collaborative working to support learner progression.
- Pro-actively maintain regular contact with adult skills teams in our grant funded provider organisations and use this contact to identify South Yorkshire wide barriers to delivery and gaps in provision and develop solutions or facilitate sharing of good practice.
- Develop the specification for any procured Adult Education Budget funded provision so that contracts delivery a high-quality offer in line with the regions needs and adds social value to the region.
- Work with reports and data to make recommendations on management of provider performance and reallocation of funding at key points in the academic year.
- Develop and maintain SYMCA's Funding Rules, taking into account essential updates from national government as well as the latest approaches agreed by SYMCA.

- Develop an AEB provider strategy with clear criteria for market entry and including regular and strategic communications.
- Ensure that SYMCA's approach to devolved funding is well articulated and properly understood through the development of accurate and current lines to take, drafting responses to more complex and higher profile correspondence cases.
- Work collaboratively with internal teams to produce a robust narrative about what SYMCA has achieved through its AEB commissioning approach and the benefits of devolution to the region.
- Proactively liaise, negotiate and collaborate with internal and external stakeholder including with Whitehall officials, managers, employees, Councillors, businesses, Board Members, partnership agencies and other city regions as appropriate in the strategic development of plans and priorities and in the development of propositions and programmes. Ensuring business and labour market experience informs strategy, planning and delivery
- Work collaboratively, to develop an expert knowledge of the challenges and opportunities facing businesses, residents or communities and of the local solutions and partnerships across the city region and in specific localities
- Lead and manage a team (directly and on a matrix basis) of professionals providing direction and co-ordination of workloads, support and guidance dealing with recruitment, motivation, training, welfare, performance management and discipline issues as appropriate.
- Undertake any other duties commensurate with the role as requested by management.

About You

What kind of **behaviours** are important?

Ambition	Respectfully critical of the team in terms of underperformance, challenges the behaviour of others if needed
	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
	Ensures initiatives are clearly aligned to organisational goals and objectives prior to implementation
Integrity	Consistently applies a high level of attention to detail, even when faced with time pressures
	Able to successfully manage multiple project streams simultaneously
Collaborative	Openly expresses differences of opinions with colleagues and team members in a professional, respectful manner
	Has the self-confidence to admit mistakes or errors when debating and working with others
Flexible	Engages with and consults with the team when appropriate with regard to the need for change and implementing new ideas
	Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way
Impact	Takes responsibility, ownership and holds themselves accountable to their colleagues, giving credit where it belongs

	Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes
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What qualifications or wider knowledge do you need?	E/D	A/I
Educated to degree level or professional qualification in a relevant area or equivalent	E	A
Substantial knowledge of local and national strategies, policies and legislation relevant to the area of work, including emerging and changing issues	E	A/I
Knowledge and understanding of qualifications and funding	E	A/I
Significant knowledge of resource management issues relating to planning programmes or services practice and the impact on the performance of teams and the raising of	I	E
Working knowledge of public procurement requirements	I	E
Working knowledge of programme management techniques.	I	E

What previous experience is needed?	E/D	A/I
Substantial experience of leading or managing programme design and development, including experience of working within the statutory, regulatory and inspection / audit regimes of the public sector.	A/I	E
Experience of working at a high level, influencing senior business leaders, senior executives, elected members and other politicians in the design and development of strategies and programmes in pursuit of local objectives, including presenting professional advice and guidance.	A/I	E
Experience of business planning establishing budgets and setting outputs and outcomes to secure quality impacts and benefits whilst achieving good value for money.	I	E
Proven successful experience of leadership of matrix teams of professionals and multi-disciplinary teams with demonstrable evidence of improving outcomes for businesses, residents or our places.	I	E
Significant experience of utilising data and performance information to develop new approaches and to make continuous policy and programme improvements, ensuring investments deliver the full range of outcomes.	A/I	E
Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis.	I	E
A track record of developing challenging / multi-dimensional projects, services or initiatives to a high level of quality, including experience of developing risk plans, value management and cost control.	I	E
Experience of presenting complex material to external stakeholders.	A/I	E

What skills should you have?	E/D	A/I
Excellent verbal, presentation and written communications skills – in particular the development and articulation of concise clear reasoning and recommendations. Particularly the ability to cut through complexity to give advice.	I	E

Excellent negotiation and interpersonal skills with the ability to influence and facilitate partnerships deals with a variety of internal and external stakeholders, sometimes in areas of tension and conflict with evidence of sound judgement and an ability to anticipate and plan for future developments and options.	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
Skilled in producing quality documentation including reports, ensuring they are suitable for particular audiences.	I	E
Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem		E
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision.	A/I	E
Excellent and well-developed management 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
Strong ability to act as an inspirational role model across a wide range of staff, partners and stakeholders to motivate and to enable the delivery of high-quality programmes in a complex and demanding partnership environment	I	E
Ability to work within a dynamic and changing environment, leading others through changing established ways of operating.	I	E

Key

E = Essential / D = Desirable

A = Application form / I = Interview