

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Principal Jobs and Skills Officer	Grade: PO5
Reports to (Designation):	Jobs and Skills Programme Lead	Grade: PO7
Directorate:	Place	Section: Economy, Jobs & Partnerships

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#### Main Purpose of the job:

To support the development and successful delivery of new jobs, skills and employment programmes and projects that support residents back into work and ensure that residents have access to appropriate opportunities to increase their skills base.

To work with employers to ensure that programmes and projects are addressing correctly identified skills shortages and to anticipate how these needs might change as the economic situation continues to evolve.

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#### Summary of Responsibilities and Personal Duties:

- To create, develop and implement programmes and projects aimed at increasing the skills base of the resident population and supporting the journey of residents back into work.
- Ensure project delivery in accordance with the Council's project management processes and procedures, to include risk and issue management, stakeholder communications and monitoring and reporting.
- To develop and monitor employer relationships in the borough to support the employment of a local, skilled workforce.
- To provide an agile response to changing circumstances that builds on the strengths of the borough in terms of the appetite for growth, our location and our institutional and commercial partners.
- To provide high quality business development support to help maximise the uptake of Council programmes designed to increase the skills base and employment of our residents.
- Review and track business support and employment programme performance to identify issues and challenges, propose sustainable solutions and target areas of improvement within the processes.
- To work with education providers and employers to identify areas of skills shortages and to seek funding schemes to implement programmes to improve the skills base of residents.
- To develop a programme of appropriate measures to help increase access to opportunities for residents to the local jobs market aligned to the growth ambitions of the borough.

- To monitor the inward investment from partners and government grant schemes so that funding generation is maximised.
- Analyse and document complex business processes, to interpret the business requirements for different employment sectors.
- To work with the Apprenticeships Co-ordinator to ensure that employers are aware of the benefits of the Apprenticeship schemes and work to maximise the opportunity for apprenticeships to be created.
- To work with contractors and consultants engaged on project based work for the Jobs, Skills and Employment pillar to maximise local benefit and support local labour goals.
- Monitor feedback from partners, employers and residents and use this knowledge to inform service planning and development.
- To gather intelligence on potential employers looking to invest in the Borough and progressing marketing opportunities for the Council's projects and programmes that arise.
- To liaise and cooperate with colleagues in other services within the Council to ensure that a 'One Council' approach is embodied throughout the work of the service.
- To support the Programme Manager to ensure that a 'Right first time' approach is adopted in providing information and signposting towards appropriate resources for both employers looking to invest in employment in the Borough and residents seeking employment in the Borough.
- To work in partnership with management and other key stakeholders to promote and develop a coordinated approach to the jobs, skills and employment agenda.
- To research, prepare and present reports to senior management in a clear and concise manner.
- To develop and implement efficient ways to organize, store, analyse and quality assure Service data with attention to accuracy, security and confidentiality.
- To ensure all relevant personal and sensitive data is secured in compliance with the Council's data security policies.
- To provide data for Freedom of Information requests and for inspections.
- To ensure the integrity and safety of all confidential and business sensitive information is secured away at all times.
- To work with a high level of autonomy and self-management, yet demonstrate an awareness of the service within the overall organization.
- To effectively organize, plan and manage own workload effectively to meet agreed goals and timescales, in line with the service and corporate objectives.
- To be aware of and personally responsible for knowledge of the Service Business Continuity Plan

- To actively showcase the events and activities of the Jobs, Skills and Employment team.
- To undertake other duties, commensurate with the grade, as may reasonably be required
- To ensure that services are provided in accordance with the departmental standards and objectives of quality assurance and with due regard to health and safety requirements.
- Work in compliance with equal opportunities and other Council policies and practices.

Internal Contacts: These include Chief Officers, Elected members, other Councillors, senior staff in other Directorates, other staff and managers across the Regeneration Division and the wider Directorate.

External Contacts: These include: employers, education and skills providers, other Local Authorities, contractors and suppliers, members of the public, voluntary sector organizations, professional bodies

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

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Consideration will be given to restructuring the duties of this post for a disabled post holder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET  
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title: Employment Project Coordinator	Grade	PO3	No of posts 2
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Number of partially managed staff:

Title:	Grade	No of posts
Contractors and consultants	varies	varies

## PERSON SPECIFICATION

**JOB TITLE:** Principal Jobs and Skills Officer Officer  
**POST NO:**

**Directorate:** Place **GRADE:** PO5

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Equality & Diversity**

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	
Understanding of how equality and diversity relates to this post	<b>S1</b>

### **Knowledge**

Good knowledge of skills development within the workplace and in higher and further education	
Good knowledge of the concept and practice of customer care	
Good knowledge of the principles of financial management. Good working knowledge of the principles of project and programme management	
Clear understanding of current economic situation in Lewisham and London	<b>S2</b>
Clear knowledge and understanding of the use of data and the role of management information to raise standards	
Clear knowledge of data quality and data management issues involved in managing data about jobs, skills and employment	

### **Aptitude**

Ability to deliver a solution focused approach to the work	
Ability to work under pressure	
Ability to change priorities at short notice	
Ability to foster excellent working relationships	
Ability to work on own initiative, to prioritise and to work supportively and flexibly as part of a team	<b>S3</b>

### **Skills**

**(Skills can only be used as shortlisting criteria if the skill is to be tested)**

Excellent time management skills	
Excellent data analysis and interpretation skills	
Precise and accurate reporting and recording skills	
Excellent written and verbal communication skills	
Excellent Information Technology skills	
Good partnership and team working skills	
Good networking skills	

## Experience

Experience of successful jobs, skills and employment development in the public / private sector	<b>S4</b>
Proven experience of working in a complex programme/project environment.	
Significant experience of planning and managing the deployment of project resources to meet project milestones.	<b>S5</b>
Good experience of successful budgetary management and control.	<b>S6</b>
Proven experience in managing issues and risks and managing multiple stakeholders.	
Proven experience of personally managing large scale projects and successfully realising a range of benefits.	<b>S7</b>
Significant experience of working on own initiative as well as in a team orientated, collaborative environment.	
Proven experience of communicating and working effectively with senior staff and managers within large complex political organisations	
Substantial experience of collating and analysing data to inform decision making	<b>S8</b>
Proven experience of networking at all levels with a range of stakeholders and building effective relationships to achieve objectives	<b>S9</b>
Experienced in the use of IT and data processing systems, including MS Office suite.	

## General Education

Excellent levels of literacy and numeracy	
Recognised project management qualification or relevant experience	

## Personal Qualities

Responsive and flexible	
Solution focused approach	
Creative and imaginative	
Highly motivated	
Ability to change priorities at short notice	

## Circumstances

DBS Disclosure Required?    **No**    ☒    **Basic**    ☐    **Enhanced**    ☐

(Tick as appropriate – guidance available from your HR Advisor)

## Physical

Generally candidates must meet the standard Lewisham requirements for the post