



Role Profile

Fife Skills & Employability Partnership Manager			
Reference No:	A5599		
Service:	Business & Employability Services		
Job Family:	Employment Support	Grade:	FC9

Purpose
<p>The Fife Skills & Employability Partnership Manager is responsible for delivery of Fife's Employability Pathway and Skills delivery system.</p> <p>The Skills & Employability Partnership Manager is responsible for sustaining collective leadership and shared commitment across Opportunities Fife partners to the shared development and delivery of Fife's Employability and Skills strategy and in securing external funding to deliver these activities.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p><u>Overall</u></p> <ul style="list-style-type: none"> Leading the development and monitoring of Fife's employability and skills policy on behalf of the Opportunities Fife Partnership to deliver national, regional and local economic strategic outcomes. To 	<p>Educated to SCQF 9 which includes a degree or equivalent in related discipline e.g. Economics, Local Economic Development, or Careers Guidance.</p> <p>Membership of appropriate professional body</p>	<p>✓</p>	<p>✓</p>

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<p>align policy and practice to improve outcomes and value for money from public/partner expenditure.</p> <ul style="list-style-type: none"> Coordinating the Local Employability Partnership for Fife, the Opportunities Fife Partnership, developing effective partnership working with key stakeholders to sustain collective leadership and shared commitment across partners for an aligned approach to national and local employability support through adoption of the framework-for-local-employability-partnerships in Scotland. Managing the monitoring, analysis and reporting on the performance of the Partnership's activities. Coordinate the Opportunities Fife funding to better align investment and where appropriate co-produce and co-commission provision to meet identified needs and/or to enhance or complement existing provision. Assisting in preparing and submitting funding bids on behalf of the Partnership to source and secure maximum external funding for its activities. 		<p>Qualification in Project Management Public Sector procurement and commissioning policies and regulations</p> <p>Project management, and co-ordination skills</p> <p>Partnership working – building consensus and commitment</p> <p>Ability to prioritise, meet deadlines and respond positively when under pressure</p> <p>Strategic thinking</p> <p>Ability to demonstrate knowledge and understanding of the Local Outcome Improvement Plan, the Plan For Fife, Fife Economic Strategy and Employability policies and procedures.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><u>Operational Management of the Opportunities Fife Partnership.</u></p> <ul style="list-style-type: none"> To ensure an appropriate approach to governance for the Local Employability Partnership to enable collective leadership and a robust framework for decision-making, risk management, audits and accountability. Prepare Opportunities Fife Partnership reports and papers, reports for Fife Partnership, Briefing Notes, 		<p>Considerable experience working in an employability role in a public sector environment</p> <p>Experience in employability policy development</p> <p>Project management experience in an employability environment</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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<p>Committee Reports and attend Committees/Pre-Committees as required.</p> <ul style="list-style-type: none"> Ensuring that partners and delivery partners communicate effectively adopting an inclusive, collaborative and flexible approach to improve the cohesiveness of activity and providing a more effective service. Provide linkages and support to the work of Employability and Employer Engagement team. Represent the Local Employability Partnership and Service Manager(s) as required at meetings including the National Delivery Group, SLAED employability sub-group and the Scottish Employability Forum as appropriate. 		<p>Knowledge and understanding of employability issues and services delivered</p> <p>Experience in working with multi-partner employability networks and track record of achieving results</p> <p>Employability partnership working with a range of public sector stakeholders</p> <p>Excellent oral and written communication skills</p> <p>Enabling, facilitating and negotiation</p> <p>Able to manage conflict effectively and creatively</p> <p>Partnership working – building consensus and commitment</p> <p>Initiative and drive</p> <p>Networking skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><u>Performance Management</u></p> <ul style="list-style-type: none"> Support shared performance management systems and to attain partners' commitment to working towards consistent data sets in line with the Shared Measurement Framework 		<p>Experience of reporting on the use of public funding for employability e.g. No One Left Behind, UK Shared prosperity for all aspects of performance.</p>	<p>✓</p>	

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<ul style="list-style-type: none"> Develop and monitor appropriate performance indicators and benchmarking data against which the performance of the Partnership's employability activities can be measured. Ensure effective individual performance levels, monitoring and performance reporting. 		Data collation, analysis and presentation of labour market statistics		✓
<u>People Management</u> <ul style="list-style-type: none"> Allocate and supervise the work of staff within priorities set by the Service Manager, to achieve and maintain targets both on a day to day basis, and on specific projects. 		Experience of managing staff	✓	
<u>Financial Management</u> <ul style="list-style-type: none"> Coordinate on behalf of the Service Manager the management of the Opportunities Fife employability and related skills elements of Scottish and UK Governments' Funding to achieve best value. Authorise payments to contractors, operators and suppliers as required. 		Experience of managing budgets with funding from multiple sources Experience of successful funding bids	✓ ✓	
<u>Partnership Management</u> <ul style="list-style-type: none"> Ensure an appropriate approach to governance for the Local Employability Partnership to provide collective leadership to ensure a robust framework for decision-making, risk management and accountability. Build links for collaborative work and sharing information by various methods including the Opportunities Fife website, good news press releases and provision of case studies to Scottish and UK Governments. 		Report writing and communication skills Networking skills Influencing and negotiation skills Organisational skills	✓ ✓ ✓ ✓	

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<u>Regional Working</u> <ul style="list-style-type: none"> Identify opportunities for regional working through engagement with regional partners both public and private sector and monitoring the impact and value of investments. 		Communication and negotiation skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.