

ROLE DESCRIPTION

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| Job Title | Skills and Employment Broker |
| Salary Band | SCP 27 - 32 |
| Reporting to | Assistant Programme Manager (Skills Bootcamps) |
| Directorate | Investment and Delivery |
| Service Area and sub area | Devolved Programmes > Skills Programmes |
| Team | Skills Bootcamps |
| Political Restriction | No |

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| 1. Primary Purpose of the Post |
| <p>Liverpool City Region Combined Authority have received funding from the Department for Education to commission training as part of its Skills Bootcamp programme. Skills Bootcamps provide flexible hands-on training courses of up to 16 weeks, giving people the opportunity to build up sector-specific skills and fast-track to an interview with a local employer or progress in their current workplace. For employers, they give them the opportunity to upskill existing employees or recruit from a talent-pool of recently trained individuals to fill vacancies.</p> <p>Located within the wider Skills Programmes team, they will work closely with the other teams working within the Investment and Delivery Directorate and external stakeholders to raise awareness of opportunities and the programme. The post holder will maintain a case load of adult learning providers, supporting them to train individuals, ensuring they submit required documentation to support programme requirements. Similarly, they will work with employers to understand their current and forthcoming needs. They will engage with residents and employers, ensuring alignment with other employment and skills programmes to maximise the impact of resources.</p> <p>Through focussed and coordinated activity, the programme will align with existing employer engagement teams' work and networks, maximising local relationships, avoiding duplication and maximising impact within each of our LAs to the benefit of residents and employers.</p> |
| 2. Your responsibilities |
| <p>The Combined Authority is seeking an enthusiastic, professional business facing individual to:</p> <ul style="list-style-type: none"> • Delivering sessions to stakeholders to promote and raise awareness of the programme • Maintain a caseload of training providers who are delivering on the programme, ensuring they submit required documentation to support programme requirements • Working with training providers to identify and deliver training based on sector knowledge • Intensive matching and job brokerage to employers with training needs and/or vacancies to understand skills required |



- Identifying skills gaps for employers based on sector knowledge
- Link with Training providers to identify bespoke pathways and refer employers
- Engage with Combined Authority and Local Authority employment officers and Jobcentre Plus Work Coaches and Partnership Managers to identify current provision and gaps and work to address these
- Engage with employer bodies e.g. Chamber of Commerce and industry professional bodies to identify training required to support the growth of LCR priority sectors
- Working with compliance colleagues to ensure evidence submitted by training providers is in accordance with programme funding rules

3. General Corporate Responsibilities

- To promote and implement the Combined Authority's Equal Opportunities Policy in all aspects of employment and service delivery.
- To ensure all Combined Authority Standing Orders and Financial Procedure Rules are upheld, both personally and within the Directorate.
- To ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by all areas of the Combined Authority by challenging existing practices, setting targets for improvement and intervening as necessary.
- In collaboration with public, voluntary and private sector partners drive the Combined Authority's agenda for excellent customer service
- To have an awareness of and comply with the Combined Authority's policies and procedures
- To fulfil any other duties commensurate as reasonably directed
- To commit to continuous professional development as appropriate.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Skills and Employment Broker

| Criteria | | |
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| Qualifications and Training | E = Essential D = Desirable | Identified By |
| Qualified to Level 3 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable). | E | A/I |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|---|--------------------------------|---------------|
| Excellent knowledge and understanding of education and skills programmes e.g. apprenticeships. | E | A/I |
| Good working knowledge of local and national skills and employment provision. | E | A/I |
| Experience of delivering employment and skills related advice, guidance and support programmes for employers. | E | A/I |
| An understanding of the needs and issues facing employers | D | A/I |
| Energy and ability to work accurately and deliver high standards of work to tight deadlines. | D | A/I |
| Experience of delivering presentations and awareness sessions to stakeholders, including employers. | D | A/I |
| Experience of maintaining a caseload of partners delivering on a programme. | D | A/I |

| Skills and abilities | E = Essential D = Desirable | Identified By |
|--|--------------------------------|---------------|
| Excellent interpersonal skills to be able to work well with colleagues and participants. | E | A/I |
| Able to work on your own initiative and have effective time management skills. | E | A/I |
| Evidence of quality, time management and organisational skills. | E | A/I |
| Ability to interpret data and make recommendations for action. | D | A/I |
| Being able to maintain accurate records and information. | D | A/I |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|--|--------------------------------|---------------|
| A commitment to providing a high- quality customer service and ensuring service standards are met. | E | A/I |
| Evidence and commitment to continuous personal and professional development. | D | A/I |



| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|---|--------------------------------|---------------|
| An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority. | D | A/I |
| Commitment to and understanding of equal opportunities. | D | A/I |
| Knowledge of the key issues facing the City Region, including social and economic issues. | D | A/I |

Key to Assessment Methods:

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| A - Application |
| I – Interview |