

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Head of Inclusive Growth and Skills

Grade: HOS 1

Dept: Resources

Service/Section/Team: Planning and Growth Directorate.

Reports to: Director of Planning and Growth

Purpose of the Role:

Summary of the purpose

The role will empower the Council to fulfill the outlined objectives within the Council Plan, "An Economy That Works for Everyone,". This priority is centred around nurturing an inclusive economy in Enfield and leveraging the Council's role as a strategic guide and commissioner. The aim is to promote inward investment and foster partnerships that facilitate collaborative efforts, enabling a greater number of individuals to enter and sustain meaningful employment.

A clearly defined and focused inclusive growth function will be key to delivering the following actions identified within this priority:

- Enable local people to develop skills to access good work
- Support local businesses and encourage inward investment in growing sectors which offer sustainable employment to local people
- Develop town centres that are vibrant, healthy and inclusive
- Transform our industrial land to create modern and low carbon spaces for business

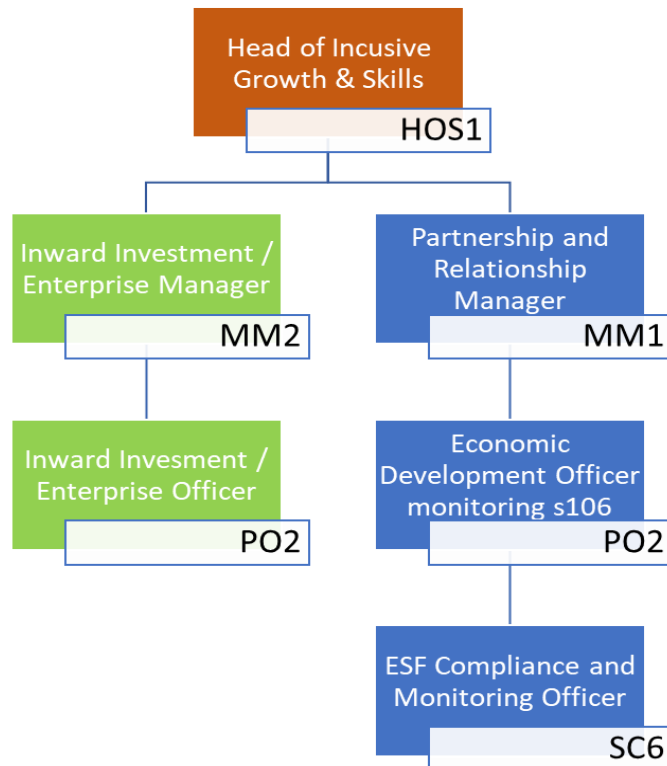
Summary of the Role

1. To lead the council's Inclusive Growth and Skills Service to support and empower the Council to fulfill the outlined objectives within the Council Plan, "An Economy That Works for Everyone.
2. Lead the development and implementation of Enfield Employment and Skills Strategy, fostering collaboration with various stakeholders to enhance community employment and skills outcomes.
3. Manage developer s.106 obligations related to employment and skills in partnership with developers and planners, ensuring effective planning, monitoring, and implementation.
4. Maximise funding for skills and employment activity that meets the needs of the local economy through the UKSPF and other investment opportunities. Work with Local London to support sub-regional working on employment and skills solutions and funding needs.

5. To lead the successful delivery of objectives and outcomes within the Council Plan, Local Plan, Economic Development Strategy, the action plans, with respect to promoting inclusive growth, inward investment & business support.
6. To lead a broad range of socio-economic and regeneration interventions that drive good inclusive growth by responding to strategic objectives and local issues and aspirations. Where these are delivered by external providers, to manage and monitor contract and SLA delivery.
7. To work proactively with internal and external stakeholders, communities and businesses to listen to and clearly understand their needs and aspirations and then translate this to appropriate action.
8. Create and support meaningful fora and partnerships, that connect the council with the business community to help improve engagement and focus delivery. Create strategic partnership with pan-London and national stakeholders, to attract investment, foster good partnership that adds value to all activity.
9. To understand and be able to connect businesses with support from a range of local, London and national providers. This includes employment and skills where they relate to business needs and/or are delivered through regeneration (e.g. Section 106).
10. To support the Inclusive Growth and Skills Board
11. Attract grants and inward investment.

Dimensions including Structure Chart:

Structure



Number of direct reports

The postholder will be directly responsible for 2 MM grade officers with a further 3 staff initially within the structure. Further staff may be appointed to deliver externally funded posts on a project or programme related basis.

Management and supervision of consultant teams, undertaking a variety of complex planning and regeneration activities, including scheme design and development, planning, legal, procurement and development appraisal and viability

To ensure staff are kept up to date with current techniques and practices for which the postholder is responsible through day-to-day contact and regular team meetings.

To carry out performance appraisals and workload management.

The role is required to deputise for the Director of Planning and Growth as directed.

Annual budgetary amounts

The role will set up and directly manage a budget of c.£1.4m including external funding matched 50/50 to council capacity (so indirect management of staff capacity with a starting value of c£1.4m)

Nature of reporting relationship between post holder and line manager

The postholder will report to the Director of Planning and Growth. Monthly 1-1 meetings with line manager and attendance at DMT team meetings and departmental meetings as required.

Regular reporting of progress using standardised reporting templates and tools.

Key Accountabilities:

Insert the most important and frequent accountabilities first.

Accountabilities	Percentage of Time (%)
1. Strategy and Action Plans. Play a key role in the creation and delivery of relevant strategies.	20%
2. Collaborative Working. Look to work collaboratively across teams and departments to further an enterprise economy in Enfield. Create good working relationships, understanding other objectives and adding value to all council activity.	10%
3. Reporting to Senior Officer and Members. It is expected that the postholder will assist in the creation of cabinet related reports and papers, provide briefings and presentations to Members; including Lead Cabinet Members and the Chief Executive, as appropriate.	10%
4. Employment and Skills. Lead the comprehensive development and oversight of Enfield's Employment and Skills Strategy, which includes attracting additional funding, ensuring S106 compliance, establishing a central knowledge hub, and delivering high-quality employment and skills support, all while managing various	10%

programs and projects with multiple partners and stakeholders.	
5. Partnership and Engagement. Act as an ambassador for the borough when engaging externally with partners, stakeholders, businesses and the community. Build meaningful, sustainable relationships with all partners that adds value to activity and engenders engagement with the borough and supports corporate objectives.	15%
6. Project, Programme Management and Finance. Serve as the project sponsor or manager for a diverse array of projects and service-based initiatives, involving the procurement and management of external consultants and service providers. When these services are outsourced to third-party providers, establish and oversee robust contract monitoring frameworks to ensure compliance. Additionally, manage budgets related to projects, ensuring adherence to procurement, purchasing, budget control, and reporting procedures.	5%
7. Monitoring, Benchmarking and Evaluation. To create a performance monitoring framework that captures interventions and records success.	5%
8. Marketing Comms and Promotion. To work with colleagues in the marketing and comms team and external providers where relevant, to ensure that we are utilising all communication mediums effectively and communicating clearly to our target audience. This includes the use of press and press releases, social media, leafletting and flyers, websites etc.	5%
9. Programme and Project Management Systems. To work with existing Council MI and PMO systems and ensure that projects are well managed and held in shared folders, also ensuring team members are instructed, trained and utilise systems as required.	5%
10. Funding and Commercial Approach. To identify relevant external funding schemes and prepare bids for funding. Where successful, manage delivery and the relationship with the funder in respect of contracts/funding agreements, outputs and forecasting and ensure the successful delivery of the activity or project. Look for opportunities for commercial partnership with the business community around co-delivery, sponsorship, CSR etc.	10%
11. Community Engagement. The postholder will be required to work with the community to ensure support for and success of all aspects of work. This will involve having a clear understanding of the socio-economics as they relate to residents, map community groups and originations and understand what tools and approaches work best with what sections of the community. It should have regard for culture and ethnicity to ensure that we are engaging a broad a cross section of residents as possible.	5%

Key Relationships (Internal and External):

A range of stakeholders including:

- Portfolio Holders and Exec Director of Resources
- Director of Customer Experience and Director of Planning and Growth
- Head of Community Hubs, Head of Housing Strategy, Head of Financial Assessments, Head of Post 16 provision, Head of Planning and Building Control
- Finance business partners
- Stakeholders in business, voluntary and statutory sectors
- Cabinet members and Opposition members and all elected members
- Trade unions
- Government Depts, London Councils, Local London and the GLA
- Funding agencies – JCP, ESFA and GLA
- London Boroughs

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Job Title: Head of Employment and Skills

Grade: HOS1

Department: Resources

Team:

KNOWLEDGE, SKILLS & ABILITIES	HOW TESTED
<p>Essential Qualification(s)</p> <ol style="list-style-type: none"> 1. Expertise in developing and implementing Economic Development strategies, with a comprehensive understanding of relevant factors and regulations. 2. Extensive project management experience, including performance monitoring and reporting for physical and socio-economic projects. 3. Strong track record of building high-level relationships with external agencies, politicians, and business leaders. 4. Proficiency in budget management, communication mediums, and team leadership across diverse skill sets. 5. Demonstrated expertise in developing employment and skills strategies, including ESF-funded projects. 6. Proficiency in engaging individuals far from the labour market, using evidence-based resource allocation and understanding relevant funding mechanisms. 7. Experience in building partnerships and influencing organizational strategies with VCS, statutory partners, and the private sector. 8. Exceptional relationship-building and influencing skills, working with colleagues and consultants across various disciplines. 9. Proven ability to advise and influence senior organisational leaders, strong project management skills, and extensive knowledge of the s.106 process to maximise employment and skills outcomes for residents. 	<p>Application – A Test – T Interview – I</p> <p>A/T/I</p>

Competencies *(The postholder will need to demonstrate their ability to meet these top 6 competencies for this role)*

Provide leadership/Customer and community focus
Intellectual adaptability/commercially focussed
Driving success
Leading change
Building relationships
Creating innovation

A/T/I

Qualification(s)

- No formal qualifications are essential for the post, however the post holder must demonstrate an advanced level of literacy and numeracy.
- Although not essential, a graduate qualification or equivalent in a relevant subject area would be desirable for this post.
- Although not essential, a project management qualification would be desirable for this post.

A/I

Working conditions / circumstances

There may be an occasional to attend meetings outside the normal hours of working.

The post holder will on occasion be required to visit different sites, so the post holder must either have a valid driving licence and ability to use either their own vehicle for work purposes, or be able to make alternative transport arrangements.