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| **ROLE PROFILE** |

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| **Job Title:** | Lead Enterprise Coordinator (EAN) | **Job Code:** | ES/E6 |
| **Department:** | Employment & Skills | **Version:** | 1.1 |
| **Reports To:** | Enterprise in Education Manager | **Date Created:** | March 2018 |
| **No. of direct reports:** | 4 | **Member of:** | Economic Services |
| **No of employees in Team:** | 14 | **Grade:** | K |

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| **Is this a politically restricted Post?** | ~~Yes~~/ No *(\*if yes, see our policy on what this means)* |

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| **ORGANISATIONAL CONTEXT** |

**Our Vision as an organisation is:**

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

**To achieve this, we will:**

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

**Our department contributes to this by:**

Working with business and education providers to promote and grow our regions skills base & employment.

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| Job Overview: |
| * To lead and develop the Enterprise Adviser Network (EAN) ensuring its alignment and innovation in line with employment and skills priorities, supporting the work of the Combined Authority in achieving the strategic economic plan priorities in relation to skills and enterprise. * To work in partnership with sponsoring employers and account manage key stakeholder relationships including but not limited to: employers, teachers, practitioners, young people and parents. * To project manage delivery of teacher toolkits, teacher inspiration days and other careers and enterprise campaigns in Leeds City Region. |
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| * Take a pro-active and corporate approach to leading your team, including participation and delivery of your directorate’s objectives. * Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times. * Be a visible and enthusiastic team leader, encouraging partnership working across the organisation. * Motivate your team, taking a positive approach to their development. |

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| **CRITICAL SUCCESS FACTORS** |

*We break each job down to explain the critical areas for success, ranked by importance.*

*These indicate the end result or outputs for which the role holder is responsible.*

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| People Management: |
| * Lead and motivate multi-disciplinary teams to deliver high profile projects. * Build mutual respect and trust with internal and external colleagues and delivery partners, managing the information flows between the directing and delivering levels of the project(s). * Manage and develop Enterprise Coordinator(s) and a network of volunteers from business. |
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| * Encourage partnership working across the organisation and externally. * Develop and motivate your team to ensure targets are achieved. * Monitor the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results. * Encourage the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority’s policies and procedures. * Take a proactive approach to management of change and recruitment processes, contributing during consultation meetings and interviews. * Ensure appropriate communication channels are in place and effective between you and your direct reports. * Fulfil the HR processes associated with being a team leader, e.g. employee relations and development issues. |

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| Technical Duties: |
| * Contribute to the review of activities provided in schools and colleges, to ensure that they are meeting the needs of young people, schools and local economic needs and if not, identify ways to improve that activity. * Develop an enhanced model of activity that is inclusive and targeted for the region’s most disadvantaged learners. * Support and challenge the development of strategic plans in schools in relation to the work, through the 3-5 school improvement plan cycle in a minimum of 10 secondary schools. * Promote and share leading practice across a cluster of schools, colleges and partners. * Formally evaluate and report progress as and when required and oversee the delivery of targets and key performance indicators of the programme. * Provide budgetary planning, control and reporting on projects, including overseeing quality and financial quarterly claims in relation to the project. * Actively contribute to identifying and securing funding sources, including cash match as per the requirements of the programme’s grant funding. * Ensure alignment of programmes and activities that are most effective in motivating young people, supporting independent choice and supporting positive outcomes. * Lead on identification and secure employer referral routes to the programme to make it easier for employers and the self-employed to engage with schools and colleges, building upon best practice and developing campaigns where required. * Manage the resources across the region, targeted at need, and creating sustainability with the schools and businesses through successful long term partnerships. * Respond effectively to any queries or questions from key stakeholders about the programme. * Ensure alignment of activities that have evidence based impact in motivating young people, supporting independent choice, and supporting positive outcomes. Contribute to raising the profile of the programme locally, regionally and nationally through all available channels. |
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| * Typically works on horizons of one year, in line with the objectives set in the business plan. * Ensure your team has the right procedures in place to achieve your strategic objectives, developing and amending processes as required. * Lead by example on health & safety matters, ensuring compliance with the Combined Authority’s health and safety policy. |

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| Impact & Influence: |
| * Lead multidisciplinary teams on project delivery for medium/high profile schemes. This includes leading and allocating work packages and holding self and others accountable for achieving results within agreed tolerances (time, cost, quality, scope, risk). * Analyse and interpret data/information and communicate to a wide range of audiences, including young people, teachers, parents and careers professionals, using a range of media and delivery techniques. * Build relationships with employers and intermediaries through identifying new opportunities to evidence how the Combined Authority can support their skills ambitions in relation to school and college engagement. * Embed specialist knowledge and experience into the work of the wider team to strengthen the focus of the team. |
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| * Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally. * Fosters good working relations across the organisation, building effective team relationships. * Use relevant information to influence key customers and stakeholders. * Identify and suggest solutions to communication challenges observed within the team. |

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

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| THE PERSON |

*To be fully successful in the role, we believe the following knowledge, skills and experience are required.*

*When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

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| Knowledge: |
| * Educated to degree or has equivalent relevant experience in the education sector. * Relevant professional qualification Level 6 in Careers Guidance & Development or similar teaching qualification. * Practical experience of successfully performing in a similar role. |
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| * Demonstrable experience of managing projects to time and quality standards. * Knowledge and experience of enterprise in education and/or skills policy and funding sources in the UK. * Knowledge of school and colleges operations and experience of support and challenging senior leadership teams. * Practical experience of successfully developing teaching and learning resources for a secondary school audience. |

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| People: |
| * Experience of prioritising, planning and organising workloads to manage expectations and deadlines. * Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection. |
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| * Experience of working and engaging with senior leadership teams in business, secondary schools and colleges and understanding the key issues in school business engagement. * Experience of working with a range of businesses to develop school engagement practices. * Experience of leading, managing and motivating a multi-disciplinary team to plan and deliver diverse activities/work packages. |

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| Technical: |
| * Strong communication skills with the ability to challenge and influence team members. * Experience of making compelling business cases/ reports to a range of audiences. |
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| * Experience of producing digital and written resources compliant with technical and contractual specifications and in line with the National Curriculum. * Ability to report to a variety of stakeholders on project performance. * Ability to identify issues early and work effectively to resolve them. * Ability to analyse and interpret data/information and communicate to a wide range of audiences, including young people, teachers, parents and careers professionals, using a range of media and delivery techniques. |

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| Impact & Influence: |
| * Experience of conveying information both written and oral in a clearly and concisely. * Experience of influencing stakeholders. |
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| * Experience of compiling compelling business cases to encourage business volunteers. * Ability to build relationships at all levels with internal and external stakeholders including teachers, young people and business, with sensitivity to the needs of others. |

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| OUR VALUES & BEHAVIOURS |

**Championing Our Region | Working Intelligent |Easy to Do Business With |**

**Positive About Change | Working Together**

These are our values. We shaped them together and we’re proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.