

ROLE PROFILE

Job Title:	Enterprise Coordinator	Job Code:	ES/ES29
Department:	Employment and skills	Version:	1.1
Reports To:	Lead Enterprise Coordinator	Date Created:	August 2020
		Grade:	I

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

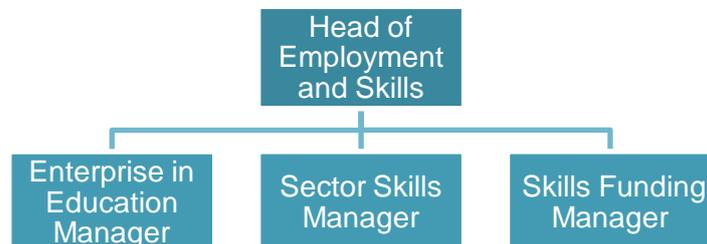
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

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.



Job Overview:

- Coordinate and implement 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.
- © Take a pro-active approach to supporting the delivery of your directorate's objectives.
 - © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
 - © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
 - © Take a positive approach to self-development.

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.*

People Contacts:

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

- Provide support, coordination and challenge to school senior leadership teams in a minimum of 25 secondary schools, leading a review in partnership with a senior leader in business, to contribute to the strategic plan of each school.
- Introduce and match Enterprise Advisers to local schools, equipping and training Advisers with the resources and contacts needed to fulfil the role and help them make the best use of the opportunities available.
- Advise and signpost school senior leadership teams to appropriate provision, making it easier for employers and the self-employed to engage with schools and colleges and the world of work. Support, challenge and negotiate the development of strategic plans in schools in relation to the work, through the 3-5yr school improvement plan cycle.
- Ensure the experience is managed to a consistently high standard across the region, working with partners to ensure a consistent approach, and alignment with existing local and regional priorities e.g. National Careers Service and JCP+ Work Advisers in Schools.
- Contribute to the high performance of the LCR Enterprise Adviser Network (EAN), setting a culture of excellence.
- Closely review whether the activities being provided in schools and colleges are meeting the needs of young people, schools and local economic needs and if not, influence and identify ways to improve that activity. Promote and share leading practice across the cluster of schools, colleges, partners and the city region.
- Contribute to the formal evaluation reporting to the Project Manager (Enterprise in Education).
- Contribute to and be responsible for continuous improvement of the programme, solving problems in negotiation with senior leaders in schools and business.
- Understand the business and provider offers for schools and colleges in the area and make this knowledge available to Enterprise Advisers and schools through the development of a coordinated offer in order to support the strategic development of the school.
- Respond effectively to enquiries from employers and schools about the programme.
- Attend, contribute to and present at internal and external meetings where required in relation to the EAN.
- Contribute to raising the profile of the programme locally, regionally and nationally through all available channels.

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

Impact & Influence:

- Support the implementation of a high-profile and high-performing LCR Enterprise Adviser Network, working with leadership and senior leaders within local business, the self-employed and employer groups to recruit, establish and develop the Enterprise Adviser network.
- © 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.

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.

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.

Knowledge:

- © Educated to degree or equivalent.
 - © Practical experience of successfully performing in a similar role.
 - © Knowledge and experience of enterprise in education and/or skills policy and funding sources in the UK
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- Demonstrable knowledge of school and college structures.
 - Demonstrable knowledge of employers of different sizes.

People:

- © Experience of effectively contributing to team objectives.
 - © Experience of successfully identifying appropriate communication channels to deliver information.
 - © Experience of effectively contributing to organisational vision.
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- Experience of working with senior leadership teams in secondary schools.
 - Experience of engaging employers in activities relating to careers and enterprise.
 - Experience of planning and organising workloads to deadlines.

Technical:

- © Strong negotiation skills.
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- Demonstrable experience of managing performance to ensure achievement of targets.
 - Experience of prioritising, effectively planning and delivering personal and project actions, reflecting the importance and urgency of tasks.
 - Experience of interpreting and disseminating information efficiently and accurately.
 - Driving licence holder or ability to travel to remote areas.

Impact & Influence:

- Ability to manage and influence key stakeholders.
- Experience of communicating effectively, accurately and appropriately using verbal and written means (including email and presentations), and the ability to write concise, accurate and informative reports, all recognising the sensitivity of the working environment.

OUR VALUE & BEHAVIOURS

Championing Our Region | Working Intelligently | 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.