

Appendix 3

Job Description

Effective Date: 1 January 2011

Post No: SM1, SM2

1. DESCRIPTION

1.1 Post Title:	Post 16 Strategic Manager	Post Holder:	
Operating Unit:	Post 16 Commissioning Team (ECS)	Location:	Atlantic House, Reading

1.2 MAIN PURPOSE OF JOB

To implement the Berkshire Sub Regional Group (SRG) vision by working with Berkshire Local Authorities individually and collectively to commission provision that supports increased participation in high quality learning and to develop strategies which will contribute to targets for increasing attainment and improving progression into further and higher education and employment.

To deliver a high quality and value for money service that meets the expectations of the SRG (via the Board and Executive Group), LAs, stakeholders and learning providers.

1.3 POSITION IN ORGANISATION

Name and position of immediate supervisor:

Name:	Hilary Omissi	Staff	Manual
Title:	Director, Post 16 Commissioning	Direct Reports	1-4
		Indirect Reports	
		Total Managed	1-4


1.4 MAIN ACCOUNTABILITIES

1. Promote, review and develop the Service to meet the changing priorities of the SRG in line with national and local agendas, and take forward the outcomes of any service reviews.
2. Provide effective local leadership to the Post 16 Commissioning Team (the Team), developing and implementing coherent and responsive commissioning of high quality education and training provision for Berkshire young people.
3. Act as the principal link between the SRG and regional and national agencies engaged in post 16 learning provision (YPLA/SFA/NAS), interpreting information and guidance and disseminating appropriately.
4. Lead, develop, implement and monitor a SRG plan for the volume, mix and quality of learning provision that reflects identified priorities of the 6 Local Authorities and includes sufficient, appropriate local provision for identified vulnerable groups.

5. Influence and challenge providers on their contribution to the delivery of the plan, identifying and implementing effective interventions to overcome barriers and achieve SRG objectives and targets.
6. Provide strategic direction and support on young people's education and training provision provision to 14-19 Partnerships, developing clear progression pathways for all young people from KS4 onwards.
7. Develop authoritative relationships with Local Authority senior officers, harnessing their expertise so they can challenge provision within their areas
8. Act as strategic lead within the Team to ensure consistent and cohesive approaches across the SRG for a number of functional responsibilities which may include:
 - Curriculum development and review
 - NEET reduction and raising participation
 - LLDD commissioning and budget management to include chairing the Berkshire LLDD Strategy Group
 - Provision for vulnerable groups
 - Apprenticeship development
 - Employer engagement and links with adult skills*and any other areas of operation as required by the service specification for the Team.*
9. Plan, monitor and review allocated budgets in line with the priorities agreed by the SRG Board
10. Contribute to service, statutory and other required plans and reports ensuring that they are prepared appropriately, are properly consulted on and effectively monitored.
11. To act as an advocate for the SRG locally, regionally and nationally and to work in accordance with the Team's vision and values.
12. To promote corporate working, behave in ways consistent with the role's competencies, and in line with team's policies, act as a role model for the Team's values both within the team and wider SRG.
13. Ensure compliance with and application of the Host Authority's requirements with regard to equality and diversity and health and safety, including demonstrating respect for others, fair and impartial behaviour in dealing with all people, and maintaining a healthy and safe environment by taking reasonable care of their own health and safety and that of other people.

Person Specification

Post 16 Strategic Manager

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance,	Essential/Desirable		Method: Application (A) Interview (I) Test * (T)
Experience	1.1	A successful track record of implementing local initiatives in response to national and local strategies and priorities	Essential	√√	A I
	1.2	Experience of working at senior level with the full range of providers of post 16 learning and training	Essential	√√	A I
	1.3	Experience of partnership working in the field of education and training	Essential	√√	A I
	1.4	Experience of managing others	Essential	√√	A I
	1.5	Experience of working with Local Authorities	Essential	√√	A I
	1.6	Experience of planning and managing budgets	Essential	√√	A I
	1.7	Experience of public speaking and of chairing and facilitating meetings	Essential	√√	A I
Knowledge	2.1	Thorough, up to date knowledge in the area of 16-19 policy	Essential	√√	A I
	2.2	Detailed knowledge of and familiarity with post 16 funding and allocation mechanisms	Essential	√√	A I
	2.3	Familiarity with LA statutory responsibilities for 16-19 education and responsibilities to age 25 for LLDD	Essential	√√	A I
	2.4	A good understanding of wider education and training policy and legislation	Desirable	√√	A I
Skills/Abilities	3.1	Ability to communicate complex issues clearly to a range of audiences through a range of appropriate media	Essential	√√	A I
	3.2	Ability to lead and manage services, including effective budgetary and personnel responsibilities	Essential	√√	A I
	3.3	High level presentation and facilitation skills	Essential	√√	A I
	3.4	Excellent analytical skills	Essential	√√	A I
	3.5	Ability to use a variety of IT applications including Microsoft Office (Word, Excel, PowerPoint and Outlook) and databases	Essential	√√	A I
Qualifications	4.1	Degree or equivalent level experience	Essential	√√	A I
	4.2	Further professional qualification in an education or management field	Desirable	√√	A I
	4.3	Access to own transport	Essential	√√	A I

* Testing may be used where appropriate.