

ROLE PROFILE

ROLE TITLE	Skills Lead
DEPARTMENT	Community Investment
OPERATING DIRECTORATE	People
RESPONSIBLE TO	Employment Skills and Enterprise Programme Manager
RESPONSIBLE FOR	Skills Partnership Officer

ROLE PURPOSE

To identify and build positive relationships with targeted regional providers of skills training to establish and secure accredited routeways for our customer talent pool.

Working closely with partner providers of skills training ensuring they are delivering their programme using appropriate teaching and learning and assessment methods, communicating effectively with customers and the skills team to enable their agreed positive outcome.

Ensure the effective planning, management and review of the external providers programme, managing with specified monitoring and evaluation procedures.

Responsible for taking forward any new programme proposals in accordance with Orbits skills strategy.

ACCOUNTABILITIES / RESPONSIBILITIES

- Support the Programme manager to deliver Orbits skills strategy ensuring team members and partners are achieving their performance indicators
- Support strategic partnership identification and growth with a key focus on customer upskilling and reskilling opportunities linking to external partners of skills training, Apprenticeships and Orbits Future Talent team
- Responsible for coordinating from initial discussion to sign off of SLAs with internal governance team
- Lead the SLA management and governance of the services and accredited learning offers with Orbits external provision and internal team
- Conduct regular partner reviews in accordance with SLA's inclusive of sharing best practice forums
- Management and review of the register of skills provision externally delivered on behalf of Orbit customers and communities, updating as appropriate ensuring relevant to Orbits customer and communities needs
- Management of the maintenance of the electronic monitoring system for skills learning activity from set up to evaluation, providing reporting to the management team
- Lead on ensuring accurate records of all skills training partner activity is available to meet internal and external reporting and governance requirements
- Lead on ensuring timely enrolment activities for customers with their external skills provision partner and teams are aware of the current offers available to them
- Evaluation lead using focus groups and insight sessions to gather feedback from customers to validate service impact to customers by partner provision
- Responsible for evidencing quality of provision and outcome delivery with partners to ensure expected standards and progression outcomes are met for customers

- Build strong working relationships across Orbit and with providers, other organisations and agencies to ensure our customers are provided with high quality learning opportunities and support
- Working with the team to support the identification of opportunity, coordination and attendance at jobs and skills fairs

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS

- Demonstrable experience of positively and successfully engaging and managing partners of skills training provision e.g. Skills Support for the Workforce, Adult Education Budget, Traineeships, Apprenticeships
- Proven experience of successfully managing a team and working across organisations positively
- Proven negotiation skills
- Proven experience of achieving personal and shared targets in a competitive environment

Essential

- Good organisational and time management skills
- Proven excellent relationship management skills leading to growth of service opportunities for customer benefit
- Excellent IT skills including word, excel and databases
- Interest in working with community and voluntary organisation.
- Ability to communicate effectively to a range of internal and external audiences, both verbally and in writing
- Must be willing to travel within the Orbit's geography
- Ability to manage your diary to work outside standard office hours

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

