

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Strategic Hub Lead

South Midlands Careers Hub

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

This role is working in the Hosted function of the South Midlands Careers Hub which is part funded by the Careers and Enterprise Company with covers all of the South Midlands region.

THE CAREERS &
ENTERPRISE
COMPANY



West
Northamptonshire
Council

Purpose and impact:

- To lead and drive sustainable system change in careers provision within the hub and as part of the national network of Careers Hubs across England by ensuring the hub is at the centre of local careers provision and policy making decisions.
- To lead and drive cross sector engagement and collaboration to ensure all young people can access high quality careers and enterprise education that aligns with the SEMLEP Employment and Skills Strategy and Local Authorities economic and skills priorities, ensures improved career outcomes and achieves sustainable change in careers provision at a local and national level.
- To lead, manage and develop a team of delivery professionals and volunteers to provide high quality careers provision following the best practice outlined in Gatsby Benchmarks, the Government's Careers Strategy and the Grant Funding Agreement with the Careers and Enterprise Company.
- This role covers the South Midlands region which includes Bedfordshire, Northamptonshire, Milton Keynes and Luton.

Accountable to:

This role is accountable to the Head of Economic Development and Inward Investment, responsible for the direct line management of 2 Operational Hub Leads and indirectly responsible for the Careers Hub Team. The role sits within Economic Development Team, part of the Place Making Directorate in West Northamptonshire Council.

Responsibilities:

1. Create the vision, set, and direct the long-term strategy for the Careers Hub with clearly defined and measurable outcomes that evidence sustained change in careers provision for all young people.
2. Build and implement a Careers Hub strategic plan that aligns local economic and skills priorities, achieves sustained change in careers provision and meets the Grant Funding Agreement.
3. Build an accountability culture and climate where staff and stakeholders are empowered to achieve results. Embed a structured process for setting objectives, tracking progress, and providing support and direction to address performance gaps.
4. Establish a governance group of relevant local senior stakeholders to support and steer the direction of the Careers Hub and act as a guiding coalition to enable change.
5. Engage and influence senior cross sector leaders and stakeholders to support the delivery of the strategic plan by providing inspiration, thought leadership, and driving cross sector engagement and collaboration to deliver the strategic plan.
6. Evidence impact and elevate the achievements of the Careers Hub ensuring it is established as the beacon of best practice, able to influence policy and wider practice on careers across the region and nationally.
7. Establish and embed robust systems and processes for contract management, financial and risk management and tracking and reporting on key deliverables. Ensure clear accountabilities, transparency and decision-making structures are in place to ensure the hub budget and Grant Funding Agreement reporting requirements are achieved.
8. Collaborate with other Hub Leads to support peer to peer learning, engage with action learning sets, scale best practice and be part of the movement that is driving sustained change in careers provision at a national, regional as well as local level.
9. Establish and embed a research and evaluation methods to prove the impact of the Careers Hub.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Strong leadership skills, able to set, communicate, and inspire stakeholders to achieve a clear vision.	E	A, I, P
Ability to develop coherent strategies and programmes of work, including those involving external partners.	E	A, I, P
Ability to develop and maintain good working relationships with a wide range partner, including internal and external stakeholders and develop a positive personal and organisational profile and build relationships to a very high level.	E	A, I, P
Articulate and confident public speaker and excellent communicator.	E	A, I, P
Excellent leadership, negotiation and influencing skills. This must include the ability to develop, support, empower and motivate a team with different professional backgrounds to achieve goals	E	A, I, P
Proficient contract manager, fiscally competent and able to manage and mitigate risk.	E	A, I
Highly organised - Proactive and can work autonomously, well developed time management skills and applies effective priority setting strategies.	E	A, I
Resilient, tenacious able to remain calm under pressure to achieve goals and remain focussed.	E	A, I
Able to manage ambiguity and achieve a balance between the demands of the local vs central management structures and priorities.	E	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I
Demonstrates personal accountability, ownership for decisions.	D	A, I
Shows creativity and innovates, able to proactively identify opportunities for growth, development, and adopts new ways of working. Thinks 'outside the box'.	D	A, I, P

Knowledge:	Essential / Desirable	Measured by
A strong understanding of local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people.	E	A, I, P
An advanced understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.	E	A, I, P
Up to date knowledge of the careers education sector and the wider economic, political and social drivers of business for engaging with and supporting schools, colleges and young people.	D	A, I, P

Relevant experience:	Essential / Desirable	Measured by
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Demonstrable experience and success of leading and managing a multi discipline field-based team that works with multiple stakeholders.	E	A, I, P
Experience of managing and developing staff as well as managing complex budgets	E	A, I
Experience of strategic/ business planning, vision and mission creation.	E	A, I, P
Experience of leading complex negotiation in project delivery demonstrating an ability to influence decision makers at all levels.	E	A, I, P
Strong evidence of initiating and managing the successful delivery of projects with impact and evaluation at their core to drive sustainable change.	E	A, I, P
A proven track record and understanding of contract management and grant funding and the fiscal and risk management associated with this.	E	A, I, P
A track record of achieving results in a matrix management structure and achieving balance between central and local management structures.	E	A, I, P
Experience of leading and managing programmes with volunteers from business.	D	A, I, P
Experience of marketing and promotions communications and strategies to engage stakeholders.	D	A, I, P
Shows an understanding of school culture and the challenges faced by schools in delivering careers and enterprise education.	D	A, I, P

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree in a relevant business qualification or relevant experience.	E	A, I
A minimum of 3 years' experience in the field of careers education, skills or senior project management	D	A, I
Projects or programme management qualification such as Prince2, Agile, MSP	D	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Enhanced Disclosure and Barring Service check.

Day-to-day in the role:

Hours:	37	Primary work base:	Northampton
Job family band:	10	Worker type:	Part-flexible
Salary range:	£53,694 - £57,443	Budget responsibility:	c. £450k +
People management responsibility:	2x Operational Hub Leads		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

