# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Head of Service

Grade: SM12

Reports to: Assistant Director for Communities and Leisure

Responsible for: Northamptonshire Adult Learning Service

Directorate and Service area: Communities and Leisure, Public Health

## Purpose of the job

To provide effective strategic direction, management and leadership of the Adult Learning Service, including 16-19 provision. To create an integrated adult learning service for the residents of both NNC and WNC, which is responsive to the needs of the community, meets the requirements of the funding agency and current Ofsted framework and offers value for money services that support the skills development and wellbeing of the people of Northamptonshire.

## Principal responsibilities

**(Please make these concise and ideally no more than 8)**

1. Reporting to a Strategic Board, including members and senior leaders of the Council and partner agencies, lead the Adult Learning Service with responsibility for development and review of the adult learning strategy, including developing a detailed business plan which implements the strategy and systematically reviewing progress against the plan to ensure timely delivery.
2. To ensure a curriculum is developed and implemented that meets the needs for the wider Northamptonshire area and the localised wards within the county.
3. To take a lead role in developing effective operational partnerships, exploring and developing opportunities for the integration of services, internally and externally for the benefit of the customer and to improve cost effectiveness.
4. To manage, allocate and monitor resources and to deliver the agreed business plan, to achieve value for money services in accordance with the financial regulations, relevant codes of practice, DfE funding rules and contract compliance.
5. To recruit, select, lead and motivate staff, appraise their work and ensure the preparation of staff development plans and workforce plans that will contribute to achieving a high standard of performance.
6. To work with board members to provide robust reports, data and financial information to enable them to challenge and support the service in achieving outstanding performance and results for learners. Ensure the requirements of OFSTED are met, to assure

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

## Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Degree - BSc Honours or BA Honours or equivalent level 6 qualification. | Teaching QualificationEvidence of continuing professional development in adult learningManagement trainingand/or qualification |
| Experience and Knowledge | Management practice - Significant senior management experience including a broad work experience over a range of management roles in adult learning.Government policy directions and best practice guidance -Detailed knowledge of the policy and practice in the field of adult learning and evidence of its application sufficient to meet the requirements of Ofsted, audit, external regulators and be a credible leader of the Service.Management of teams - Experience of managing staff teams and individuals through change programmes maintaining motivation and high performance.Finance and Information Management - Experience of effective budget and data management, achieving efficiencies in service delivery whilst managing service improvement and meeting ESFA outcomes.Management - Experience of managing multi professional teams including academic staff, finance and resource staff, data teams. Experience of exercising high degree of autonomy in strategic decision-making and resource allocation.Ofsted/ESFA compliance - Experience of managing during a period of Ofsted inspection and ESFA compliance audit. | Ofsted inspection - Led service Ofsted inspections as Nominee.Knowledge of and/or experience in public health practice |
| Ability and Skills | Communication - Confident and articulate with report writing and verbal reasoning, sufficient to write and present reports to a range of stakeholders.Curriculum design and delivery - Innovative approach to service curriculum, design and delivery using resources creatively and flexibly.Resilience - Ability to understand and work across a complex system with diverse and conflicting interests. Able to demonstrate an ability to deliver to deadlines, manage stress and handle conflict.Coaching and mentoring – Ability to work within and manage and develop teams and individuals.Partnership working - Ability to work with a wide range of stakeholders including governors, partner organisations, county groups, senior managers and elected members.Corporate player - Ability to be a credible representative of the organisation and develop strong partnerships for the benefit of the customer.Safeguarding - Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.  |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | Ability to travel freely as operationally required between locations in North and West Northamptonshire. |  |