

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Operational 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 manage the Careers Hub team of Enterprise Coordinators and volunteers to provide high quality careers and enterprise education. Aligning with the SEMLEP employment and skills priorities, effective delivery will improve career outcomes and achieve sustainable change in provision at a local and national level.
- To ensure service delivery is consistently of a high quality, aligns to the Gatsby Benchmarks and achieves the outcomes within the Careers Hub Strategic Plan, and the Grant Funding Agreement with CEC.
- To work closely across sector stakeholders within the careers space, driving collaboration and ensuring delivery of the Careers Hub Strategic plan.

Accountable to:

This role is accountable to the Strategic Hub Lead and responsible for the direct line management 2-4 Enterprise Coordinators. The role sits within Economic Development Team, part of the Place Making Directorate in West Northamptonshire Council

Responsibilities:

1. Lead, manage and develop a high performing team of Enterprise Coordinators to deliver the outcomes in the Careers Hub Strategic Plan and the Grant Funding Agreement.
2. Support the team of Enterprise Coordinators to develop their ability, using the Enterprise Coordinator Competency Framework to identify gaps and ensure that relevant support and learning are actioned to address the gaps.
3. Ensure that individual schools and colleges action plans are aligned with the Careers Hub Strategic Plan and local economic and skills priorities.
4. Work closely with Careers Leaders, Enterprise Advisers and Enterprise Coordinators to ensure a consistent and regular process for collating and reviewing performance data, including Gatsby Benchmarks, using local and national data management systems.
5. Analyse and review performance of all schools and colleges within the Hub to identify barriers and gaps in performance. Work closely with the Strategic Lead for the Hub to develop and provide targeted support to address gaps and remove barriers to service delivery and improve careers provision for all young people.
6. Work closely with fellow Hub Leads to embed robust systems and processes for contract management, financial and risk management and tracking and reporting on key deliverables to ensure Grant Funding Agreement reporting requirements are achieved.
7. Direct and manage the recruitment, development, and retention of Enterprise Coordinators to support the delivery of the Careers Hub Strategic Plan and Grant Funding Agreement and ensure on-going, relevant, and timely support is provided.
8. Coordinate and work closely with careers providers and grant recipients to ensure that delivery is targeted to support those schools and colleges that are most in need of support and will have the most impact for young people.
9. Develop strong partnership working with The Careers and Enterprise Company to enhance impact and remove barriers to system change.
10. Ensure that processes are in place and managed to support research and evaluation projects that evidence the impact of the Career Hub.
11. 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.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. 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
Able to set, communicate, and inspire stakeholders to achieve a clear vision.	E	A, I, P
Ability to develop and maintain good working relationships with a wide range of partners and develop a positive personal and organisational profile.	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
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.	D	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.	E	A, I, P

Relevant experience:	Essential / Desirable	Measured by
Demonstrable experience and success of leading and managing a multi discipline field-based team that works with multiple stakeholders from education, careers and business sectors.	E	A, I, P
Experience of managing and developing staff.	E	A, I
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 working with schools and college leaders and understands the constraints and barriers to service delivery in schools.	E	A, I, P
Experience of leading and managing programmes with volunteers from business.	D	A, I, P
Experience of marketing and promotions communications 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
Relevant experience in the field of careers education, skills or senior project management	E	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:	South Midlands
Job family band:	8	Worker type:	Flexible
Salary range:	£41,816 - £45,175	Budget responsibility:	None
People management responsibility:	2-4 roles		

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.

