

Role profile

Job Title:	Sector Hub Coordinator	Grade:	13
Department:	WLA	Post no.:	66942
Directorate:	Chief Execs	Location:	Perceval House

Role reports to:	Economy and Skills Manager
Direct reports:	Project Officer, Skills
Indirect reports:	External contractors

Job description

Purpose of role

This role is hosted by West London Alliance (WLA). WLA is a sub-regional local government partnership between the seven West London local authorities of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow. WLA aims to build a more inclusive, more productive, more resilient, and more influential future for West London. We work across borough boundaries to deliver improvements for everyone that lives, works, learns, visits, and invests in West London.

The post holder will lead the successful delivery of the new West London sub-regional sector focused activity programme, funded by the Greater London Authority (GLA). This programme has been designed to enable delivery of the GLA's skills priorities as set out in the Inclusive Talent Strategy. The programme will also enable us to deliver on West London's Local Skills Improvement Plan (LSIP) 2 recommendations.

The overarching aim of the programme is to help more West Londoners to progress into and within employment in priority sectors of the economy, increasing individual prosperity and ensuring that West London employers have the talent pipeline they need to succeed. An effective skills system and clear pathways into, and within, priority sectors are critical to addressing the issues faced by resident jobseekers, learners, employees and local businesses alike. Through this sector-focussed activity, we will work with key partners to support priority sectors with targeted interventions, as well as looking at key cross-cutting themes that affect all sectors, for example, essential skills (also known as soft/transferrable skills) and English language as a barrier to employment/progression.

The role will be based within the Economy team in WLA and out of Ealing Council. The Economy Team is managed by the Assistant Director, Economy, and is made up of c. 10 colleagues delivering across Infrastructure, Net Zero, Digital, Skills, Investment, etc. The post will be managed by the Economy and Skills Manager and

the post holder would be expected to work from the office at least one day/week, as well as attending events across London as required.

This is a pivotal role with responsibility for delivering on agreed, measurable outcomes, working closely with the Economy and Skills Manager. The post holder will have extensive working knowledge of the skills and employment system and current policy, including an understanding of West London's ecosystem.

Key accountabilities

Programme management

- Lead the set up and delivery of the sub-regional sector focused activity programme.
- Develop a detailed programme plan, budget and risk register for the 3-year programme.
- Achieve agreed quarterly KPIs across all measures.
- Manage programme budget, working closely with WLA Finance team, to ensure programme is delivered to budget.
- Effectively procure contractors/services as required in line with Ealing's Contract Procedure Rules.
- Proactively manage programme risks, flagging key risks/issues early to Economy and Skills Manager to ensure effective mitigation.
- Mapping of project benefits, including developing case studies, to be included in quarterly reporting to GLA and Skills and Employment Board.
- Draft quarterly programme reports for GLA (funder), including financial and KPI information.
- Provide strategic oversight and day-to-day support to project officer who will be delivering the programme of work.
- Draft papers and present programme updates at the West London Skills and Employment Board, Chaired by a borough Leader, and other relevant forums.

Policy and Research

- Keep abreast of developments in the skills and employment policy landscape, including the GLA's Inclusive Talent Strategy, the pan-London Local Skills Improvement Plan (LSIP) recommendations and workstreams and the West London LSIP Annex recommendations and workstreams.
- Effectively use research and data as an evidence base for programme delivery, including building and maintaining WLA's understanding of skills gaps, provision and outcomes in West London and using this to inform prioritisation and design of activity.

- Seek ways to improve programme delivery through research and discovery of existing best practice in London and beyond, ensuring the best outcomes for our residents.
- Develop detailed, expert knowledge of the pan-London sector Boards and Hubs being established by the GLA. This will be essential to ensuring delivery across London is coordinated, efficient and consistent.
- Identifying strategic and policy matters as they relate to the skills ecosystem, seeing the 'bigger picture', spotting opportunities to engage with new and existing stakeholders to add value to the programme.
- Effectively working across WLA skills and employment programmes, spotting opportunities for joint-working and collaboration where appropriate with 'No Wrong Door', 'Youth Integration Network' and employment support colleagues.
- Identify 'what works' in year one of programme delivery to shape delivery plans for subsequent years of the programme.

Stakeholder Management

- Quickly establish excellent working relationships with senior colleagues, both internally and externally (including employers, skills providers, WLA employment support team, local authority officers and other public and private sector leaders) to facilitate effective delivery of the programme.
- Effectively manage key external partners who are involved in delivery of programme workstreams, holding them to account for agreed delivery to time, and where relevant, to budget.
- Act as an ambassador for West London, raising the profile of the sector focused activity programme through attending relevant events, meetings, conferences etc. building out our network of stakeholders in priority sectors, including employers.
- Extensive cross-organisation working with GLA, counterparts at sub-regional partnerships, Local Authorities and London Councils as relevant/required.

General

- Provide expert input on strategies, policies, models etc. that the wider skills/economy team may be working on where relevant.
- Represent the West London boroughs at internal and external meetings, forums, conferences and events related to skills, and deputise for Economy and Skills Manager or other members of the WLA Skills Team as required.
- Carry out other reasonable duties relating to WLA's skills and economy work as may be required from time to time.

Key performance indicators

- Achieving agreed programme KPIs
- Meeting targets within personal action plans

- Contributing to successful delivery of service objectives and the team plan/strategy

Key relationships (internal and external)

- WLA Local Authorities
- GLA
- Further Education (FE) colleges
- HE institutions (Universities)
- Independent training providers (ITPs)
- Voluntary sector partners and agencies
- Employers
- West London Business
- Other London sub-regional partnerships
- London Councils
- Commissioned providers e.g. Shaw Trust
- Central Government (DWP/DfE)

Authority level

- Direct management of Project Officer.
- Indirect management of contractors where relevant.
- Working with Economy and Skills Manager to manage Sector Hub Programme budget.

Additional Requirements

- n/a

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

1. Knowledge/interest in skills and employment support system and policy
2. Excellent communication both written and oral
3. Ability to write clear, succinct reports and analyse data effectively
4. Confident, professional presentation skills, including to large audiences

5. Experienced and knowledgeable about programme and project management
6. Effective leadership and line management
7. Ability to build strong professional relationships at pace

Essential qualification(s) and experience

1. Experience of working in and/or with the skills system, and / or in local government
2. Proven record of delivering successful projects/programmes
3. Proven negotiation and influencing skills
4. Experience and knowledge of building credibility and trust with senior stakeholders.
5. Experience of working within a team and being an effective manager
6. Experience of report writing and delivering effective presentations
7. Current experience of using computer software e.g. extensive use of word processing, spreadsheets/databases and presentation software
8. Experience of using data effectively and producing and / or making use of research or analysis
9. Relevant degree, professional qualification or equivalent, or substantial relevant experience
10. Evidence of continuous professional development

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards