**Job Profile Information: Programme Delivery Officer – Mayor’s Construction Academy**

**This supplementary information for Programme Delivery Officer – Mayor’s Construction Academy for guidance and must be used in conjunction with the Job Capsule for Job Zone 2 Level 4 Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To manage the delivery of the Mayors Construction Academy programme for the North and Central area, working with further education training providers, employers and candidate referral partners to coordinate construction skills training, employment support and employer engagement delivery across the sub-region.

The post will focus on delivering MCA programme targets on time and on budget, and on ensuring that the required monitoring and performance data is collected across the relevant boroughs. The post will involve working with Council departments, neighbouring boroughs, local companies, agencies, further and higher education providers and contractors working in Camden and across London.

**Example outcomes or objectives that this role will deliver:**

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| 1. To lead on the co-ordination of the North and Central Area Mayors Construction Academy (MCA) hub. Working in partnership with the other five boroughs the post holder will be required to work flexibility across local authority areas to ensure that the programme delivers the contracted outcomes.
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| 1. To oversee the MCA programme delivery plan, in accordance with the GLA funding agreement.
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| 1. To build excellent working relationships with key stakeholders (e.g. Other London Councils, training providers, Job Centre Plus, Connexions, employers, local providers and referral agencies) in order to achieve programme ambitions.
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| 4. To work with the north and central partner boroughs to create a coordinated construction training offer and clear pathways to employment for residents, building on the successful provision delivered through United Colleges Group and Kings Cross Construction Skills Centre and other training facilities across the hub area |
| 5. To work with construction employers to design the curriculum in the hub area, creating a more responsive labour market and training offer |
| 6. To increase the diversity of participants accessing employment and training opportunities through the hub, improving industry’s access to a larger and more diverse skills pool |
| 7. To lead on the establishment of MCA programme governance arrangements, developing the wider partnership working to support programme delivery.  |
| 8. To be responsible for establishing the systems required to comply with the grant monitoring and reporting requirements set out in the GLA Funding Agreement and to oversee the completion of monitoring returns according to established deadlines.  |
| 9. To make strategic and operational links with all relevant agencies and providers in Camden and across London where appropriate |

**Relationships;**

* Work to the Councils Employment Services Delivery Manager to facilitate links between construction employers and training providers
* Work closely with construction leads across each of the partnership boroughs including Hackney, Islington, Westminster, City of London and Brent.
* Work with colleagues across the Further and higher education sectors to align construction skills training to employer requirements.
* Work closely with developers and principal Construction contractors to identify skills training needs.
* Work closely with a range of other stakeholders from the GLA, training providers, construction employers to referral partners and local community and voluntary sector organisations.

**Work Environment:**

The role will be based in the new London Borough of Camden offices, 5 St Pancras Square, in the heart of the King’s Cross Central development. It is a hot desking environment, and at the Kings Cross Construction Skills Centre.

The role requires a significant amount of contact with a wide range of partners through strategic relationships, often in meetings in and outside of the council.

**Technical Knowledge and Experience:**

* Strong track record of programme and project management
* Demonstrable knowledge and understanding of employment recruitment practices and or training provision
* Knowledge and understanding of the role of employers in understanding the issues facing new recruits when entering the labour market after a period of unemployment.
* A strong level of knowledge of training providers, funding arrangements and qualifications.
* Demonstrable understanding of the importance of tailoring vocational and pre-employment training to the needs of employers so local residents have the relevant skills demanded by industry.
* Demonstrable understanding of lifelong learning, skill development and accreditation and its importance in achieving sustained employment outcomes and progression.
* Knowledge of key stakeholders in training and employment nationally, locally and regionally.
* An understanding of the key policies/strategies impacting on training and employment.
* Experience of managing complex multi-faceted training programmes
* Experience of working closely with employers to identify and respond to skills challenges
* Experience of working with training providers to develop training programmes to meet employer’s requirements.
* Experience of working with referral partners to ensure programmes meet the requirements of candidates.
* Experience of working with employers, to identify their recruitment needs, negotiate training & employment opportunities and develop programmes to encourage employment sustainability.
* Experience in dealing with local residents facing or at risk of exclusion from the labour market or training provision.
* Must be educated to degree level or minimum 2 years relevant training/recruitment experience.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**