**Job Profile Information:** Tri-Borough Skills and Development Manager

**This supplementary information for** Tri-Borough Skills and Development Manager **is for guidance and must be used in conjunction with the Job Capsule for Job Level 4 Zone 2. 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 work with Camden, Islington and Hackney Councils to identify current and anticipated future skill gaps and training needs as they relate to the construction and property management areas. The post holder will work flexibly across the three boroughs to assess skill gaps and future training needs and work in conjunction with existing apprenticeship delivery services to develop and promote the delivery of new apprenticeship programmes for local residents and existing employees in construction and property management.

The post holder would be expected to have awareness, experience and understanding of assessing training needs, developing programmes, and implementation of apprenticeship programmes. They will also seek ways to help improve the diversity of the workforce in the maintenance and construction services across the three councils.

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

* Assessment of training needs across three boroughs including identification of future skill requirements resulting from both areas of new growth, desire to improve the diversity of the workforce and also succession planning.
* Understand existing training provision in all three boroughs. Identifying areas of duplication and gaps.
* New apprenticeship programmes.
* Better sharing of existing training facilities between the three boroughs.
* Economies of scale between the three boroughs.
* Develop a graduate pipeline programme for future managers and property managers across the three boroughs.
* Develop apprenticeship opportunities to encourage the retention of skilled staff.
* Develop shared recruitment and training data between the three boroughs
* Ensure shared apprenticeship programmes are in place to address the future needs of each of the boroughs.
* Work with the three boroughs to identify training and apprenticeship related work appropriate for a tri-borough approach and those areas best delivered separately.
* To identify and develop other benefits including any economies of scale relating to staff training and development that can be realised through tri-borough working. Increased use of Apprenticeship Levy funding
* Establish preferred supplier list of approved training delivery organisations.

In addition to the primary responsibility of co-ordinating and leading the delivery of new apprenticeship programmes the post-holder may be required to work flexibly across the broader aims of the three boroughs to develop opportunities for local residents as well as for existing staff.

**People Management Responsibilities:**

*None*

**Relationships:**

The post holder will be largely self-managing with a reporting mechanism to a tri- borough steering group who will set the project objectives, outcomes and success criteria. The post holder will be an employee of Camden with personal management and development carried out within the Camden service. The day to day management while working on projects will be by the programme lead or head of service, or the relevant Strategic Lead.

The post holder will be expect to develop and maintain relationships across the three organisations, with the project steering group, partner organisations, and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the three boroughs.

**Work Environment:**

The post holder may be required to work in a variety of teams and workplaces across the three boroughs.

**Technical Knowledge and Experience:**

* Qualification in a recognised project management or improvement discipline or experience commensurate with the requirements of this post
* Substantial experience of having successfully lead and delivered projects on time and within budget.
* An understanding of current apprentice and training opportunities, ideally in the field of construction/property management and housing services
* An understanding of how local government works and the functions it delivers
* Excellent communication skills is essential
* Excellent facilitation and engagement skills
* Ability to analyse information and data
* Ability to engage with and report to a variety of stakeholders
* Excellent IT skills particularly with Microsoft Office suite

**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 by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)

**Chart Structure**