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Job Description

# Role Title: Skills Advisor - Business Scale-Up Development project

# (York, North Yorkshire and East Riding)

This role is part-funded by the European Social Fund (ESF)

**Salary Range: £28,741-£32,348 (Scale 033-037)**

Full time (37 hours per week) and Fixed Term to 31st December 2021

The post will be based in York and is 100% assigned to this project.

Significant travel across the York, North Yorkshire and East Riding Local Enterprise Partnership (LEP) area is required, with some occasional travel to other regions.

**Project Overview:**

The York, North Yorkshire and East Riding Business Scale-Up project is part funded by ESF (via DWP – Department for Work and Pensions). Project delivery timescales – September 2019 to December 2021.

This project seeks to develop the capability and capacity of SME/micro business leaders and managers through skills development and one to one coaching support in order to help them to ‘scale-up’ – or increase their capacity for growth - in line with the LEP’s priorities and the Government’s Industrial Strategy. The focus of this project will be the development of managers and business leaders in order to provide the right skills to effectively manage an expanding team of staff. Not having the right skills to manage a growing workforce is a serious problem for scale-up businesses. This support will be coupled with one to one coaching to develop processes and systems within a business to help them implement or improve in-house functions including training and development, graduate recruitment, staff performance/monitoring and wider HR functions.

This programme will result in leaders and managers having improved levels of confidence for managing staff, increased productivity for the workforce and an increase in recruitment.

***Job purpose:***

The role will be pivotal in ensuring the successful delivery of the York, North Yorkshire and East Riding (YNYER) Business Scale-Up Development project working directly with employers, intermediaries and stakeholders on a district and sectoral basis to provide the right individual business support and skills solutions for scale-up businesses within the York, North Yorkshire and East Riding LEP area.

The Skills Advisor will work closely with the YNYER Growth Hub (How’s Business) and Growth Advisers operating throughout the YNYER area, providing highly professional, timely and individual diagnostic and planning support to identified Scale-Up businesses. This role requires highly developed relationship management and coordination skills, business/employer support experience, ideally in the fields of business growth and skills, and a successful track record of brokering relevant coaching and skills solutions that result in a high impact for the business.

***Duties and Responsibilities:***

* In collaboration with the Growth Hub, engage eligible businesses within the LEP area and priority sectors who are poised for high growth and fit Scale-Up project eligibility.
* Complete effective and informative skills diagnostics with eligible Scale-Up businesses in the YNYER LEP area.
* Complete comprehensive and bespoke, costed Scale-Up Plans with eligible businesses, agree employer contribution rates with the employer aligned to pre-set intervention rates, broker and manage the required business/skills support; support the project team in procurement of the necessary support where relevant.
* Support Scale-Up businesses through the (internal) Grant Assessment process for investment towards coaching and skills development identified in the Scale-Up Plan.
* Lead on the implementation of the full business/employer journey, within agreed process guidelines and timescales, ensuring all eligible businesses receive a high quality Scale-Up service.
* Support implementation of the YNYER Scale-Up project marcomms strategy and campaigns within the YNYER area.
* Through collaboration with the Growth Hub, proactively target eligible businesses for skills diagnostics and Scale-Up Plans to identify current and future skills needs in line with their growth objectives.
* Support the development and on-going review of the YNYER Scale-Up offer, guaranteeing commercially viable and that it meets market demand.
* Provide regular and effective management information to the Growth Hub and relevant stakeholders that informs future planning of the programme, including provision of secretariat support to the YNYER Scale-Up Project Steering Group.
* Provide continuous assessment of Delivery Partner and Specialist Skills Provider capacity, quality and performance and submit recommendations for additional/new niche delivery as required.
* Support the Scale-Up Project Manager in overall project performance through measurement and management of KPIs, Outputs and Results, reporting to the College ESF Governance Panel.
* Analyse data, interpret facts and figures, develop and present reports.
* Attend regional and local focus/steering groups, meetings and partnership networking events to represent and promote the YNYER Scale-Up project.
* Support the implementation and management of the YNYER Scale-Up project evaluation – from project inception through to completion.
* Co-ordinate new project development to support further employer engagement and facilitate key links with other LEP products of the wider business growth offer.
* Be proactive in identifying workable solutions to resolve issues identified.
* Carry out other relevant and appropriate YNYER Scale-Up project duties**.**
* Uphold and embed the College’s and its partners’ Values of Integrity, Respect, Fairness, Openness, High Expectations and Enjoyment at all times.
* Adherence and compliance to all College processes.

***Department:***

External Funding Unit of Calderdale College as lead body for the York, North Yorkshire and East Riding Business Scale-Up Development project.

***Reports to:***

Project Manager (Business Scale-Up Development project)

***Contacts (Internal and External):***

***External***

* York, North Yorkshire and East Riding LEP
* How’s Business (Growth Hub)
* North Yorkshire County Council (LEP accountable body)
* Employers
* Intermediaries
* Stakeholders
* Delivery Partners
* Specialist Skills Providers

***Internal***

* Business Scale-Up project team
* Calderdale College ESF Governance Board
* Calderdale College External Funding Unit
* Central Team
* Commercial Services Team (Rise)

***Holidays***

The basic holiday entitlement is **25** days plus 8 statutory days of which up to 5 days can be directed by management. The holiday year is from September to August.

***Health and Safety***

The post holder is required to maintain and promote a positive attitude to health and safety and to comply with and ensure compliance with health and safety codes of practice for the safety and wellbeing of learners and staff.

***Equality and Diversity***

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

***Safeguarding of Children and Vulnerable Adults***

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person’s list checks where appropriate.

***Advisory notes:***

The information given within this job description is intended to provide a general understanding of and appreciation about the role within the Calderdale College setting. The job description is not designed to detail specific daily duties which the post holder may undertake. The job description is reviewed annually within the appraisal process and may be subject to change following discussion.

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Person Specification

*0 = No Evidence 1 = Limited Evidence 2 = Adequate Evidence*

*3 = Substantial Evidence 4 = Significant Evidence*

Post Title: Skills Advisor (YNYER Business Scale-Up Development project) Applicant Number:

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|  | **ESSENTIAL / DESIRABLE** | **EVIDENCE**  Application, Presentation,Interview | **Score at Shortlist**  **0-4** | **Score at Interview**  **0-4** |
| **Experience** | **ESSENTIAL:**   * Significant and successful experience of the development of coaching and skills programmes which respond to sector and employer needs * A demonstrated excellent track record of working directly with employers in a business support and/or skills context. * A demonstrated excellent track record of working directly with partners and stakeholders to deliver large regional projects. * Experience of engaging with and supporting coaching and skill solutions for employers. * Specific expertise, knowledge and contacts in skills learning needs and infrastructure in specific sectors. * Managing performance and ensuring targets are met. * Experience of CRM systems.   **DESIRABLE:**   * Experience of European funded direct cost skills programmes. * Experience of the wider adult skills agenda. | * Application and Interview * Application and Interview * Application and Interview * Application and Interview * Application and Interview * Application and Interview * Application and Interview * Application and Interview |  |  |
| **Education & Training** | **ESSENTIAL:**   * Educated to GCSE standard or equivalent which must include English and Maths * Recognised IT qualification (e.g. CLAIT / ITQ L2 / ECDL/IBT2) or equivalent working knowledge * Educated Level 3 or above | * Application * Application * Application |  |  |
| **Skills/Knowledge/Abilities** | **ESSENTIAL**   * Demonstrated knowledge of the York, North Yorkshire and East Riding LEP’s ESIF strategy and priorities for economic growth. * Demonstrated knowledge of the York, North Yorkshire and East Riding local economic business support and skills context. * Demonstrated commitment to continued development of funded skills programmes. * Demonstrated ownership and accountability of responsibilities. * Demonstrated commitment and drive to tackling and resolving problems – followed through to completion. * Strategic thinking and the ability to thrive in a complex environment. * Demonstrated supportive and co-operative team player. * Confidence, tact and a persuasive manner. * Good organisational and time management skills. * Good 'people skills', for working with a range of partners and customers in a very professional manner. * The ability to inspire and motivate others. * Knowledge of appropriate other local business and skills support initiatives and/or knowledge of appropriate methods of identifying other funding streams.   **DESIRBLE:**   * Knowledge of the General Data Protection Regulation. | * Interview * Interview * Interview * Interview * Interview * Interview * Interview * Interview * Interview * Interview * Interview * Interview * Interview |  |  |
| **Additional Factors** | **ESSENTIAL:**   * Committed to the principles of inclusivity, equality and diversity and sustainable development. * Commitment to safeguarding and promoting the welfare of young people and vulnerable adults. * Commitment to working in accordance with the College’s policies and procedures. * Must be committed to and uphold the College’s corporate values. * Commitment to participate in staff development. * Willing to travel within Yorkshire & Humber. | * Interview * Interview * Interview * Interview * Interview * Interview |  |  |