

Job Description

Job Role: Skills Development Officer

Service: Economic Development

Main purpose of the role

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC9
Location:	Plough Lane
Responsible to:	Economic Development Manager

Responsible for the implementation of key employment skills projects; contributing to the delivery of the Council Plan, Herefordshire Skills Strategy and the Economic Plan. This is a key role within the Economy and Regeneration Service, reporting to the Economic Development Manager and supporting the Senior Adviser for Post 16 Learning and Skills, to ensure that local education, training and skills provision matches local business needs, both now and in the future. The role will also maximise job opportunities for local people, whilst supporting local employers.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Work directly with the Economic Development Manager and Post Senior Adviser for Post 16 Learning and Skills, to develop and deliver employment, skills and workforce development strategies, aiming to improve and grow the economy of Herefordshire and support the creation of more, better paid jobs. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Act as a key advocate and actively market and promote to employers, available training programmes and employment funded skills opportunities, maximising business engagement, participation and opportunities for local people. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Act as a 'champion' and first point of contact for businesses in relation to apprenticeships, including encouraging businesses to establish and sustain apprenticeships and work experience, and deliver promotional events and activities, such as the annual Herefordshire Apprenticeship Awards and events through Apprenticeship Week. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Establish strong relationships and work with partners within the employment and skills ecosystem including the Youth Employment Hub, Careers and Enterprise Company programmes and Connect to Work, acting as the interface 	<ul style="list-style-type: none"> Daily



Key Duties and Responsibilities	Frequency of Task
between employers, delivery partners and training establishments, to provide a package of employment and skills interventions.	
<ul style="list-style-type: none"> Support the facilitation and commissioning of local skills and training programmes, which meet the identified skills gaps and needs of employers, enabling them to recruit and develop a skilled workforce and grow the economy of Herefordshire. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> Support the development and implementation of Herefordshire Employment and Skills Strategy, which will guide skills provision within Herefordshire and ensure strategic alignment of funded skills programmes. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> Organise, with partners, relevant employment and skills conferences and events, including the annual Skills Show, Employment and Skills Conference and Apprenticeship Awards. 	<ul style="list-style-type: none"> • Per event
<ul style="list-style-type: none"> Work alongside Herefordshire Growth Hub colleagues, to act as a point of referral for matters relating to employment skills and workforce development, with a particular emphasis on 'Key Account Managed' significant, high growth businesses and larger employers, which are likely to have a greater impact on the economy. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> In relation to skills development, lead on and facilitate engagement with key priority sectors e.g. cyber, advanced manufacturing, high growth, green growth. This will include supporting sector-focused forums; liaising with business leaders and exploiting sectoral opportunities in relation to skills development issues. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> Work closely with the Inward Investment Manager to ensure that skills support is a clear and influential part of Herefordshire's Inward Investment offer, including working with new investors to provide a bespoke landing package of workforce support. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> Support employers to understand and develop inclusive recruitment practices and promote Herefordshire Cornerstone Employers and associated initiatives including Connect to Work programme and Disability Confident Scheme. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> Encourage successful integration and local operationalisation of health and well-being programmes in the workplace, to support both employers and employees. 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> Representation on key strategic boards, partnerships and subgroups, such as the Skills Board and cross border partnerships, representing the council's interests in a local and regional context, as required. 	<ul style="list-style-type: none"> • As required



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To support the commissioning, appointment and management of external consultants, contracts and service providers for employment skills related contracts e.g. UKSPPF People & Skills or successor programmes. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Responsible for maintaining comprehensive records (in different formats) and preparation of reports and presentation materials for relevant boards, Council Members and government reporting; this requires maintaining relevant data sets to measure impact of, and inform, future funding programmes. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Establish and maintain close working relationships with relevant government agencies and departments, including Department for Education, Skills England, National Careers Service, Department for Work and Pensions, where appropriate. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Line management of apprentice – or temporary staff appointed to deliver funded skills programmes or similar initiatives. 	<ul style="list-style-type: none"> Daily



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> • Degree or equivalent experience in relevant discipline. 	Essential	A, I
<ul style="list-style-type: none"> • Qualification in Education, Economic Development or Business Engagement e.g. Business Advisor. 	Desirable	A, I
<ul style="list-style-type: none"> • Should be able to demonstrate recent and continuing professional development. 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> • Knowledge of the current economy and labour market, and employment and skills policy at a national, sub-regional and local level (including programmes of activity). 	Essential	A, I
<ul style="list-style-type: none"> • Experience of business engagement, especially in relation to workforce planning, skills development and complementary initiatives. 	Essential	A, I
<ul style="list-style-type: none"> • Experience of delivering apprenticeship or work placement programmes to employers. 	Desirable	A, I
<ul style="list-style-type: none"> • A broad understanding of the issues faced by employers in relation to skills and workforce planning, recruitment and retention. 	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> • Experience of working in a client facing capacity and dealing face to face with customers / business leaders. 	Essential	A, I
<ul style="list-style-type: none"> • Experience of building and maintaining relationships with a variety of public, private and voluntary sector partners, to deliver results. 	Essential	A, I
<ul style="list-style-type: none"> • Experience of using management information, performance indicators and other research and statistics to report progress and inform broader strategic activity 	Desirable	A, I
<ul style="list-style-type: none"> • Experience of project appraisals, financial appraisals and assessment of funding applications. 	Essential	A, I
<ul style="list-style-type: none"> • Experience of preparing and presenting reports on a range of complex subject matters to a range of audiences. 	Essential	A, I
<ul style="list-style-type: none"> • Experience of line managing direct reports. 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> • Ability to contribute to the development of economic and skills strategies and policies and experience of being directly involved in their implementation. 	Essential	A, I
<ul style="list-style-type: none"> • IT Skills: Proficient in using Microsoft Office and other relevant software. 	Desirable	A, I
<ul style="list-style-type: none"> • Is committed to working in an open and co-operative 	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
way with colleagues from other service disciplines and with external partners and stakeholders.		
<ul style="list-style-type: none"> Ability to work on own initiative and prioritise own workload, prioritising conflicting demands and working to deadlines. 	Essential	A, I
<ul style="list-style-type: none"> Excellent communication skills and has a has a high degree of sensitivity, empathy and diplomacy. 	Desirable	A, I
<ul style="list-style-type: none"> Excellent presentation skills and experience and confidence to deliver high quality presentations to large audiences. 	Essential	A, I
<ul style="list-style-type: none"> Ability to travel to various locations around the county, and occasionally beyond. 	Essential	A, I
<ul style="list-style-type: none"> Willing to work outside normal office hours – this could include evening and weekend work. 	Desirable	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.



Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

