

ROLE PROFILE

Job Title:	Director of Skills and Employment	Job Code:	TBA
Directorate:	Strategy and Inclusive Growth	Version:	0.1
Reports to:	Executive Director, Strategy & Inclusive Growth	Date Created:	March 2025
No. of direct reports:	4	Grade:	
No. of employees:	35	Budget:	Staffing: £2.4m Programme: £56m

JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA), we're supporting our 2.2 million residents to gain the skills they need to progress in the jobs of today and tomorrow. Our newly elected Mayor has broad devolved powers around skills and employment, creating an opportunity to shape both a prosperous and inclusive future for the East Midlands.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution – and it will put us at the centre of the next. We will make our region more prosperous, sustainable and fairer, helping our people and businesses to create and seize opportunities.

The Director of Skills and Employment will provide strategic leadership for the region's skills and employment ambitions. The role will ensure that EMCCA acts as a system leader, bringing together a vast array of skills and employment activity to achieve our collective goals, while also overseeing a set of major programmes for which EMCCA is directly responsible. The Director will oversee a wide-ranging portfolio, including adult skills, youth and careers, and health work, as well as national and regional initiatives where EMCCA has a lead role. You will also lead on EMCCA's corporate relationship with the Department of Education, Skills England, and the Department for Work and Pensions.

The postholder will lead a high-performing team and work closely with external partners to manage an integrated skills and employment portfolio, driving programmes that attract new opportunities and enable people in the region to fully participate in, and contribute to, economic growth. You will play a pivotal role in shaping a modern, dynamic economy at the heart of the UK, securing long-term benefits for businesses and communities across the East Midlands.

The postholder will report to the Executive Director of Strategy & Inclusive Growth whilst also working closely with the Chief Executive, EMCCA Board and relevant committees in relation to their key areas of responsibility. The role will be a member of EMCCA's Extended Senior Leadership Team.

OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

We Lift Our Region | We Work Together | We Make an Impact | We Are Human

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

ORGANISATIONAL LANDSCAPE

Our Mission

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

Our Vision

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities. We are built on a foundation of systems leadership and partnership working.

MAIN DUTIES AND RESPONSIBILITIES

Strategic Leadership

- Lead and manage the Skills and Employment functions of the Combined Authority, including cross-organisation initiatives and the governance of the portfolios. Provide strategic advice and oversee core portfolio processes, budget, information, and people management.
- Provide strategic direction to drive inclusive and sustainable growth through the skills and employment portfolio.
- Ensure EMCCA's skills and employment strategy reflects the needs of residents and businesses across the region, working closely in partnership with national and regional stakeholders.

Policy and partnerships

- Lead on EMCCA's corporate relationships with the Department for Education, Skills England, and Department for Work and Pensions, ensuring EMCCA has a strong voice in shaping national policy and is well-positioned to respond to developments.
- Lead on the development of EMCCA's skills and employment strategy and related outputs, including the Local Skills Improvement Plan, the Get Britain Working local plan, and other strategies required over time.
- Secure new opportunities for EMCCA to pioneer innovative programmes, such as the Youth Guarantee Trailblazer.

- Develop strong, working relationships with partners and stakeholders across the region, including Local Authorities (upper tier and districts), FE Colleges and training providers, business groups, schools, health systems, and voluntary and community sector organisations.
- Act as a visible and influential ambassador for EMCCA, proactively engaging with stakeholders across government, business, and the wider region.

Adult skills

- Oversee the implementation of adult skills devolution, including the Adult Skills Fund, Free Courses for Jobs, and Skills Bootcamps.
- Drive improved outcomes for 19+ year old residents by ensuring a well-functioning, coordinated system of grant providers and Independent Training Providers that can meet the adult skills needs of the regional economy and provide both an inclusive and effective offer for residents in every part of the region.
- Ensure the adult skills system continues to innovate and respond to the evolving skills needs of the region.
- Lead on innovative adult skills partnerships, such as the Fusion Skills Collaborative, where EMCCA can play a systems leadership role to support inclusive growth opportunities.

Careers and Young People

- Provide strategic leadership for EMCCA's youth offer, including programmes targeting youth employment and strategies to work with local and national partners to tackle child poverty, improve education outcomes, and support young people transitioning into employment.
- Lead on EMCCA's corporate relationship with schools in the East Midlands, building on the work of the Careers Hub.
- Oversee delivery of programmes targeting youth employment, including the Youth Guarantee and Connected Futures.
- Oversee delivery of the Careers Hub, in partnership with the Careers and Enterprise Company, and work with national and regional partners to ensure the East Midlands has an outstanding all age careers offer.

Health and employability

- Provide strategic leadership for EMCCA's approach to reducing health-related economic inactivity, including through the Get Britain Working local plan.
- Build strategic relationships with NHS partners to ensure work is seen as a health outcome, drive systemic change, and ensure a coordinated approach to programme delivery in this area.
- Oversee effective delivery of the Connect to Work programme, the government's flagship health and work initiative, in the East Midlands.
- Ensure EMCCA uses local insight to drive national policy and is well-positioned to act as a pioneer for new programmes and initiatives.

Governance

- Build effective relationships with the Mayor and members of the Skills and Employment and Committee to both support effective governance and respond to the political direction set by the Mayor, EMCCA Board, and Skills and Employment Committee.

- Provide strong leadership and oversight for governance structures, including the Skills and Employment Committee, ensuring transparency and accountability.
- Build an effective working partnership with the Skills and Employment Technical Officer Group **and ensure all activities are fully compliant with safeguarding and legislative requirements.**
- Establish other partnership arrangements as needed to ensure a coordinated, well-functioning skills and employment system in the East Midlands that can deliver outstanding outcomes, respond flexibly and effectively to local need, and ensure that all residents have the ability to participate in, and contribute to, economic growth.

Team

- Establish, shape, and lead the newly formed directorate, fostering a high-performing, accountable, and visible leadership culture.
- Provide effective, values-led leadership for a diverse team of policy and delivery professionals.
- Hold high standards and drive performance and outcomes in an inclusive, empathetic way.
- Support the team with their professional development, creating opportunities for learning and growth and providing regular, constructive feedback.

Senior organisational leadership

- Provide trusted strategic advice to the Mayor, EMCCA Board, Chief Executive, and Senior Leadership Team, ensuring informed decision-making and driving delivery at pace.
- Play an active role in EMCCA's Extended Senior Leadership Team, championing collaboration, a commitment to our organisational values, and a unified organisational culture.

Programme and Operational Delivery

- Drive the successful delivery of objectives set out in EMCCA's corporate strategies and delivery plans, ensuring alignment with strategic priorities and organisational values.
- Ensure rigorous financial and operational management, maintaining oversight of budgets, resources, and governance responsibilities.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed, and which are commensurate with the level of the post. This document will also be supplemented by annual key objectives which will be set through the performance review process.

THE PERSON

Experience & Skills:	• A proven track record of delivering functions relating to skills, employment and related at a similar scale. • Evidence of navigating complex and high-profile political environments. • Evidence of being able to set up and run programmes of work at speed in challenging or complex stakeholder environments. • Evidence of building strong, collaborative and enduring cross-sector partnerships.	E E E E
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	• Evidence of developing and implementing evidence-based skills and employment strategies and policies. • Evidence of business and commercial acumen to support strategic delivery of service to clients and partners. • Ability to manage multiple complex projects within statutory, constitutional and value for money requirements. • Evidence of sound financial management skills and commercial awareness with the ability to interpret and understand complex financial and budgetary information. • Experience of working in a combined authority or similar organisation. Leadership • A proven track record of senior leadership in a similar type of organisation. • Ability to grow/develop high performing teams in a similar context. • Evidence of the ability to provide clear strong and motivational leadership to create a high-performance culture, developing and nurturing talent. • Experience of reforming systems across a complicated private and public sector landscape. • Evidence of confident, effective engagement with partners and external stakeholders. • Ability to manage change effectively within a political and sensitive environment.	E E E E E E E E E E
Qualifications, Training, CPD:	• Relevant degree or equivalent relevant experience. • Member of a relevant professional body or demonstration of up-to-date knowledge and continual professional development. • Evidence of career progression taking on roles of increasing complexity and importance within an organisation of comparable scope, size, and complexity.	E E E
Knowledge	• A deep understanding of skills and employment policy/strategy, and how these intersect with economic growth and social mobility • Understanding of education policy/strategy • Understanding of delivering a devolution agenda and experience of operating within a complex political environment • Comprehensive and up-to-date knowledge of local government rules, regulations, and national issues affecting the delivery of local public services • Experience in developing and implementing strategies and policy that drive meaningful outcomes for people, employers, and communities. • Strong understanding of development of delivery models and measures of performance. • Experienced in managing change, exploiting new opportunities, and developing a positive performance management and improvement culture	E D E E E E E

	• Demonstrable experience in developing strategic approaches and business plans within a complex operating environment • Experience of managing large and complex working and contractual arrangements • Experience of managing high performing teams. • Knowledge of public-private partnerships along with in depth knowledge of industry best practices and any associated regulations and legislation	E E E E
Political Restriction	This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.	

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