

**Early Years Workforce Academy Director**

**Role Profile**

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| **Job Title:** | Early Years Workforce Academy Director | **Date:** | February 2020 |
| **Reporting Line:** | Assistant Director, Public Service Reform | **Job Level:** |  |
| **Team:** | Public Service Reform | **Business Area:** | Early Years / School Readiness |

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| JOB PURPOSE |
| The Greater Manchester Early Years Workforce Academy will aim to take a regional approach to enhance the practice, knowledge and skills of the diverse range of professionals working across the early years system in Greater Manchester. It represents a new, ambitious approach to workforce development; working collectively to invest in staff across public, private, community and voluntary organisations with the ultimate aim of improving outcomes for children and their families.  As Director of the Academy you will lead the creation of this exciting, innovative approach to the professional development of the early years workforce, working with partners to develop the Academy’s strategic direction and delivery plans. You will define and implement the Academy operating model and lead development of a core programme for the broad range of roles within the early years system with a strong focus on translating training into practice and joint, inter-disciplinary working.  You will lead on work to engage stakeholders across the early years system and beyond, building on work to date to develop relationships with funders and secure match investment in the Academy. You will also work closely with colleagues in GMCA and the GM Health and Social Care Partnership, ensuring the Academy supports our wider ambitions for the Greater Manchester workforce within the context of unified public services.  You will lead engagement with localities and professional bodies to ensure the Academy meets the identified need, complements existing training offers and that opportunities for more efficient and effective development and delivery of training are maximised. This will require working across organisations, professional bodies and academic partners.  You will also lead the development of further workforce initiatives that support delivery of our ambition to improve outcomes for young children across Greater Manchester. |

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| **KEY RELATIONSHIPS** |
| * Senior Managers from across GM’s public sector and stakeholders/partners * Elected members * Senior Managers and staff within GMCA * National and local funding bodies, charities and philanthropic investors * Early Years professionals * Educational establishments and professionals |

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| **KEY DELIVERABLES** |
| 1. Develop and implement a fit for purpose delivery model for the GM Early Years Workforce Academy that supports the overall strategic direction. 2. Establish suitable infrastructure to support delivery of Academy programmes including a digital learning platform. 3. Identify and secure match investment to support the first 18 – 24 months of Academy delivery. 4. Lead development of a core development programme to be piloted across a broad range of early years roles. 5. Develop and implement a sustainability plan to ensure Academy longevity beyond the initial funding period. |

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| **KEY RESPONSIBILITIES** |
| **Role Specific Responsibilities**   1. Working closely with Senior Leaders to establish the overall strategic direction of the Early Years Workforce Academy. 2. Lead the development and implementation of the Academy; managing delivery against agreed time-frames, budget and reporting against agreed performance measures. 3. Develop and oversee delivery of a core development programme that drives change across the culture, values and practices in the early years system, facilitating the development of a shared language and understanding of different services. 4. Develop and drive the investment strategy, identifying opportunities to secure match funding for the Academy and associated workforce initiatives, building strong relationships with investors. 5. Develop and maintain effective stakeholder relationship to ensure that work is informed by comprehensive system engagement and the wider vision for unified public service in Greater Manchester. 6. Provide strategic leadership to champion our new approach to early years workforce development, ensuring visibility of the Academy at a regional and national level and leading on the development and delivery of suitable communications strategy for the first 18 – 24 months of delivery. 7. Develop and implement a suitable approach to evaluation of the Academy activities and model of delivery. This should be used to inform sustainability planning and future Academy programmes. 8. Develop recommendations to ensure sustainability of the Academy beyond the initial funding period, working with the School Readiness Board and wider stakeholders to develop a sustainability strategy and ensuring buy in from across the early years system. 9. Identify and strategically lead further workforce initiatives to grow our capacity to ensure we have a strong, skilled workforce able to improve outcomes for children. 10. Through the work of the Academy, promote the importance of early infant & childhood experiences to Greater Manchester resident life chances, their wellbeing & overall economic prosperity of the region. |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Qualifications:**   1. Degree level education/equivalent Level 7 in relevant discipline 2. Considerable experience and proven track record within a similar role 3. Qualification in Project or Programme Management   **Experience:**   1. Proven track record and experience in strategic leadership with the ability to influence at all levels 2. Extensive strategic management experience in a complex delivery environment demonstrating experience of leading change, operational planning and working across organisations and sectors. 3. Demonstrable experience in developing strategic approach and business plans. 4. Considerable experience of developing a network of relationships across a system with the aim of mobilising resources and capacity. 5. Demonstrable experience of identifying and cultivating opportunities to attract external investment and securing funding from charities and/or philanthropic investors. 6. Effective engagement with key stakeholders, gaining credibility and establishing effective working relationships 7. Experience of analysing data and using research and evidence to drive strategy and planning. 8. Experience of leading high profile projects/programmes of work aiming to support cultural change and establish new ways of working. 9. Political awareness and experience of decision-making in a political environment.   **Knowledge and Skills:**   1. Knowledge of early years system (pregnancy - 5 years), the different professional roles involved in delivering services and the current policy context. 2. Strong understanding of corporate finance development delivery and measures of performance 3. Excellent relationship building and management skills; high level of emotional intelligence and credibility to build rapport and trust. 4. The ability to work effectively with different types of people at all levels, strong persuasive and influencing skills to work effectively across a complex network of stakeholders. 5. Strong communication skills with the ability to use language to persuade and influence effectively. 6. Strong facilitation and presentation skills, as well as the ability to write and articulate complex information into simple, easy to understand language for multiple audiences. 7. Agile and able to adapt to the rapidly changing needs of a growing organisation and to accommodate the aims, perspectives, commitments & capacities of partners 8. Ability to develop a common vision and ideas that unite partners and encourage collaboration. 9. Able to prioritise own work effectively and be able to direct activities of others where required. 10. Ability to lead through personal example, open commitment and clear action, ensuring a positive approach to valuing diversity resulting in equality of opportunity, access and treatment. 11. Ensure that continuous improvement and value for money are delivered by challenging existing practice and looking at opportunities to innovate and modernize service delivery.   **This post is classified as politically restricted, as in the Local Government and Housing Act 1989, as the post holder will be required to regularly advise the GMCA, it’s Committees, or communicate with the media on behalf of the GMCA.** |
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