



JOB DESCRIPTION

Post	Head of APSE Training
Reporting to	Chief Executive
Grade	£50,979 plus potential PRP of up to £8,678
Post Purpose	To deliver effective corporate and strategic management, enabling the delivery and development of services to the Association's membership. To work alongside the Chief Executive to deliver the Association's vision, business plan, goals and core values with specific responsibility for leading, managing and delivering APSE Training.

Corporate Responsibilities

1. Delivering the Association's vision, through its business plan, providing a clear sense of direction, and purpose at corporate and service levels.
2. Ensuring the delivery of efficient services within the financial resources available and in line with priorities agreed by the National Council.
3. Developing and promoting continuous improvement that optimises the collective skills and resources available within the Association to enable continued development of products and services available to the membership.
4. Developing and fostering collaborative relationships with central government, professional bodies, media, academic institutions and other organisations to represent and promote local government's interests by influencing national policy matters.
5. Leading on cross-cutting corporate projects that deliver the effective management of change and service improvement, cross service working and creative solutions within the Association to meet the best interests of the membership.
6. Act as an ambassador to promote the Association and its services.
7. To ensure compliance with the Association's existing policies in relation to Investors in People (IIP), ISO 9001, ISO27001 and ISO 14001.

Operational Responsibilities

1. Providing strategic leadership in your area of responsibility (APSE Training) to ensure that the highest quality services are provided to the membership within the resources available.
2. Establishing and developing effective systems of target setting and performance management.
3. Providing clear, timely and accurate advice and guidance to members on the strategic issues facing the allocated service areas.
4. Operationally Heads of Services will:
 - establish effective management of their services
 - deliver their agreed targets and provide timely information on performance.
 - actively and effectively manage the resources available to them, and keep within the budget.
 - provide clear, timely and accurate advice, guidance and information to colleagues.

- act collaboratively to enable the others to achieve their operational goals in support of the wider business objectives.

Create a working environment that encourages colleagues to develop and grow their capability and enable them to make an active contribution to service improvement across the organization

5. Represent the Chief Executive in his absence as required from time to time.
6. Perform any other duties that may arise that are commensurate to the grade.

Operational Activity

1. Growing the Association's Training arm to deliver the targets in line with the Association's business plan
2. Coordinate and deliver, directly and via associate trainers, high quality, relevant and topical training courses
3. Provide, manage and maintain a pool of suitably qualified and experienced trainers to enable the provision of high quality training, suited to the needs of the membership.
4. Manage and develop client relationships and contracts to achieve set targets

Other

1. APSE's National Council may specify other duties and responsibilities within the broad framework of this job description and commensurate with the grade of the post.
2. The post will be located at the APSE office based in Manchester. Due to its nature, the post involves substantial travelling and some out of hours working including evenings and weekends which is reflected in the grading of the post.



PERSON SPECIFICATION

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ATTRIBUTES		E	D	ID
RELEVANT EXPERIENCE	Experience of managing and delivering training programmes	X		A, I, P
	Experience of designing course programmes and associated learning materials	X		A, I, P
	Experience of working within Local Government training and development		X	A
	Advisory/research experience		X	A & I
QUALIFICATIONS & TRAINING	Educated to degree level or equivalent professional qualification	X		A
SPECIAL KNOWLEDGE & SKILLS	To have a high standard of written and oral communication skills.	X		A, I & P
	Able to plan and manage a diverse workload, estimate input requirements correctly and meet deadlines	X		A
	Highly skilled in the use of common software and training software	X		A, I & P
	Ability to network effectively across a broad spectrum of members/officers, professional organisations and other bodies	X		A & I
	Committed to the values of public services	X		A & I
	Adaptable to the Local Government ever changing environment and able to adapt and develop courses to suit.	X		I

	Understanding of budgeting and financial management	X		A & I
	Able to manage a trading account and operate in a commercial and competitive environment, spotting opportunities as they arise.		X	A & I
OTHER	Commitment to the achievement of equality of opportunity in all aspects of employment, training and service delivery	X		A & I
	Able to meet APSE's standard of attendance	X		A & I
	Flexible towards out of hours travelling and working, including a number of overnight stays across the United Kingdom	X		A & I
	Able to travel and work anywhere within the United Kingdom	X		A
	Full UK driving licence and access to a car	X		A

ID	How identified	Requirements		
A	Application Form		<i>Type</i>	<i>Number</i>
I	Interview	E	Essential	15
T	Test	D	Desirable	3
P	Presentation			