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| **Department** | **PLACE** |
| **Job Title** | ADULT EDUCATION MANAGER |
| **Grade** | 11 |
| **Primary Purpose of Job** | To manage and enable the determination, development and delivery of Adult Education in Bolton.   1. Ensure learning and skills opportunities are widened for adults in Bolton, and to support programme development for disadvantaged learners. 2. Contribute towards the wider strategies and targets of the Council. 3. Management, administration and monitoring of the Adult Education Budget, contract and funding. 4. Monitor progress towards targets as identified by the Authority, or as negotiated between the Authority and the funding body. |
| **Reporting To** | Head of Economic Development |
| **Staffing Responsibilities** | Service Staff as directed |

**Main Duties**

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| **1** | To lead, prepare, manage and monitor the Adult Education Plan for the Council in consultation with partners and to ensure its implementation and delivery and that the core targets identified in the plan are met. |
| **2** | To ensure full compliance with the Council’s financial management, business planning and performance management arrangements. To identify, review and bring forward strategic options for the management and delivery of the service. |
| **3** | Develop and support appropriate networks and to actively liaise with all organisations delivering provision linked to or funded by ‘Adult Education’ funding streams. |
| **4** | Be the lead contact and responsible manager for formal contracting arrangements with the funding body for all matters pertaining to the funding and delivery of Adult Education Provision. |
| **5** | To position Bolton and enhance its reputation within strategic local, Greater Manchester, regional and national policy, investment and partnership frameworks. |
| **6** | To provide leadership co-ordination in preparation for, during and following OFSTED inspections, putting in place improvement plans and effective monitoring arrangements for sub-contracted contracts. |
| **7** | To ensure that any regulatory requirements are met in provided or commissioned services with particular reference to OFSTED requirements for Adult Education. |
| **8** | To monitor and report on risks pertaining to the effective delivery of funded contracts and identify ways to minimise risk to learners. |
| **9** | To develop effective working relationship with partners, acting as a critical friend and encouraging excellence in educational service delivery and to develop, with partners, active strategies for achieving wider participation in post 19 learning, raising standards of achievement and securing the Council’s response to quality and inspection requirements for Adult Education. |
| **10** | To be the Council’s ‘nominee’ for external inspection of all funded adult education provision and act as lead officer in dealings with the funding body, OFSTED, government departments and auditors and advise the Council senior officers and Members on all relevant issues. |
| **11** | To develop and maintain effective relationships with Members and forward plan, prepare and present briefings and reports to Executive Members, Policy Development Groups, Scrutiny Committees, Council and external partnerships, as required |
| **12** | To ‘chair’ the relevant monitoring and quality groups and to service the relevant Bolton partnerships when operational. |
| **13** | To provide opportunities for potential learners, learners and other stakeholders, to feedback their views, be involved in consultation and input to the strategic planning process for Adult Education in Bolton. |
| **14** | To provide a strong and effective line of communication between senior managers within the Service and Department. |
| **15** | To deputise for the Head of Economic Development or other managers in the Division in their absence, and to represent the Department and the Council at management or other relevant meetings. |
| **16** | To undertake any such other duties as may be determined from time to time by the Head of Economic Development. |

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| **Date Job Description prepared/updated:** | **May 2017** |
| **Job Description prepared by:** | Assistant Director - Economic Development and Regeneration |



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| **Department** | | | | **PLACE** | | |
| **Job Title** | | | | Adult Education Manager | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Experience of developing and implementing successful development and regeneration led policy, programmes and delivery plans. | | | | | Application/Interview |
| 2. | A track record of assessing changes in external policy and service delivery environments, and identifying the relevant organisational and service implications. | | | | | Application/Interview |
| 3. | Experience of engaging with partners and employers to connect local people to emerging employment and skills opportunities. | | | | | Application/Interview |
| 4. | Wide knowledge of Adult Education policy and funding and current issues in adult learning sector. | | | | | Application/Interview |
| 5. | Understanding of Adult education bodies, including strategic priorities and funding programmes. | | | | | Application/Interview |
| 6. | Ability to analyse and interpret complex information and present relevant data analysis to a range of decision makers. | | | | | Application/Interview |
| 7. | Ability to develop and implement service improvement frameworks, risk and performance management systems. | | | | | Application/Interview |
| 8. | Pro-active approach to coordinating programme and action planning within a multi-disciplinary environment. | | | | | Application/Interview |
| 9. | Good interpersonal and communication skills together with an ability to influence others. | | | | | Application/Interview |
| 10. | Experience of working within Adult Education inspection frameworks. | | | | | Application/Interview |
| 11. | Ability to articulate the objectives of the Service to internal and external partners and audiences and to champion corporate and cross-sector working to create shared purpose, values and goals. | | | | | Application/Interview |
| 12. | Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. | | | | | Application/Interview |
| 13. | Ability to develop and manage new and established partnerships and networks to promote and secure the agreed objectives of learners, the service, Division, Department and Council. | | | | | Application/Interview |
| 14. | Experience of preparing presentations, written and verbal briefings, reports and other information to a range of audiences, including elected representatives and the public. | | | | | Application/Interview |
| 15. | At least one year’s experience of managing large scale funded Adult Education programmes in either a teaching or project role. | | | | | Application/Interview |
| 16. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Relevant degree or equivalent qualification. | | | Application/Interview | |
| 2. | | At least one year’s experience of overseeing and delivering a high profile reform programme | | | Application/Interview | |
| 3. | | Evidence of continuous professional development to meet the changing demands of the role. | | | Application/Interview | |
| 4. | | Extensive programme and project management experience, whilst demonstrating a successful track record of performance managing large and complex projects and budgets and associated risks. | | | Application/Interview | |
| 5. | | Experience of preparing and writing briefing papers, Committee reports, strategies and plans, and other bidding and strategic case-making documents. | | | Application/Interview | |
| 6. | | Experience of working with Members. | | | Application/Interview | |
| 7. | | Extensive experience of leading successful cross-agency and cross-sector partnerships, and developing strong relationships with employers, providers end-users. | | | Application/Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time | | | Interview | |

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| **Date Person Specification prepared/updated:** | May 2017 |
| **Person Specification prepared by:** | Assistant Director - Economic Development and Regeneration |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.