



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:**  |  | Economy, Work and Skills Officer |
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| **Service Area:** |  |  Regeneration and Development  |
|  |  |  |
| **Directorate:** |  |  Services to Place  |
|  |  |  |
| **Salary Grade:** |  |  SO1 |

**About the Job**

**Main Purpose of the Job**

* To provide high quality, cost effective services in economy, work and skills to support the management and delivery of services, taking a holistic, joined up view of service design, delivery and evaluation.
* To share line management of EWS Support Officers and supported apprentices, and give professional advice and guidance to businesses, training providers, colleges, schools, parents and young people, in order to meet statutory requirements and mitigate risks.
* To ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate.

**Key Responsibilities**

* Contribute to the key aims of the Economy, Work and Skills Service, and those of the wider Place Directorate and Council.
* Working with the Economy, Work and Skills managers, contribute to the development of strategy and lead the operational delivery of the supported apprenticeships scheme for care leavers, SEND learners and young carers, collaborating with colleagues to contribute to ensuring safeguarding and wellbeing through liaison with key workers.
* Work with a range of stakeholders to promote Apprenticeship starts in a wide variety of sectors, internal and external to the council and schools.
* Contribute to, and be an active member of, the Service, helping to develop interventions and achieve results.
* Organise, support and co-ordinate, where appropriate, key events such as the jobs fair and post 16 information event, for example.
* Staffing of the Apprenticeship Store to provide specialised information, advice and guidance and make appropriate recommendations to businesses, residents, parents / carers and providers to increase the number of apprenticeships and the number of businesses doing apprenticeships.
* Collect, process and analyse data on participation and performance across the Service’s activities to inform data / funding returns and reporting of the Service’s performance.
* To work with relevant partners and agencies to maximise the effectiveness and coherence of this work.
* Support the delivery of initiatives that improve the prospect of people getting into work, or progressing in work, particularly through effective partnership working. This will have a particular focus in supporting those experiencing disadvantage and / or who have additional needs, e.g. care leavers, SEND and young carers.
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Working to the Council’s values and behaviours by:
* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence
* Showing value and **respect** to our colleagues, partners and customers.
* Experience of managing programmes and/or workloads, achieving objectives to time and quality, with value for money.
* Experience of working with disadvantaged / vulnerable and Special Educational Needs Learners to achieve educational outcomes.
* Experience of working to, and achieving, challenging targets on delivering improved outcomes.
* Experience of managing large scale events and projects.
* Experience of supervising/line managing learners.
* Excellent communication skills and a proven ability to work effectively as part of a team to achieve results.
* Evidence of knowledge and experience of responding to requests from businesses to support their needs.
* Educated to degree level or equivalent professional experience.