



**Job Title: Director Schools and Employability**

**Reports To:** Strategic Director of Children and Families (& DCS)

**Grade:** B02 Director

**Job Purpose**

This role requires a dynamic and strategic leader to focus on the high-profile strategic agendas of the city relating to education, skills and employment. This role brings together all of the teams in Children and Families that work directly with schools, colleges, post 16 training providers and Birmingham's universities, to lead a strategic partnership focussed approach to ensure our young people can access appropriate and diverse education and employment pathways which enable them to thrive.

The role will take lead responsibility for the provision of a portfolio of services that includes Achievement for all children, Lead for relationship with the Regional Schools Commissioner/DfE/Ofsted, Lead for relationship with BEP and all schools, Pupil Place Planning, Dedicated Schools Grant (DSG), Schools Forum, School and Governor Support, School Admissions, Attendance, Local Authority MAT Development, Education Infrastructure lead for example: Property, cleaning, capital projects, Standing Advisory Council on Religious Education, Youth Skills and Employability Service, Youth Service, 14-19 Participation, 14-19 Progression Pathway for young people with Special Educational Needs, Youth Hubs, Family Learning.

The role also encompasses policy and strategy formation focussed around Breaking Down Barriers, digital inclusion (where it intersects with service delivery) and work focussed on regeneration/inclusive growth, linking with the West Midlands Combined Authority.

The role requires a relentless focus on achieving the best outcomes for all Birmingham's young people, and the capacity to innovate as we develop our inclusive libraries and lifelong learning strategies.

### **Corporate Context**

- The organisation's vision to be a modern council has been developed closely with Members and our partners across the City and provides an exciting and challenging view for the growth of the Birmingham, where every child, citizen and place matters. Designed to develop our people and communities and to focus on our priorities of children, housing, health, jobs and skills.
- The post is at the heart of leadership of Children and Families Services and will be part of a new, dynamic leadership team working together to reshape and improve the Children and Families directorate, delivering change across the city in partnership with our corporate colleagues and with other relevant organisations.
- The role will, through inspiring others identify, drive and secure opportunities to improve and transform services. These opportunities will be found within the Directorate and across the Council. Because the pace of improvement needs to be rapid and sustainable the portfolio may change over time, so adaptability and focus on delivery are also critical features.
- Working across a complex system of stakeholders, the Director will bring together partners to create collaborative customer-focused services to ensure that the citizens of Birmingham are afforded lifelong learning opportunities that support and encourage them to thrive and achieve their full potential including careers advice, youth unemployment advice and support.

### **Key Accountabilities:**

- To support the Strategic Director of Children and Families, Chief Executive, Elected Members and colleagues in translating the strategic vision and priorities into operational plans, monitoring their progress on a regular basis, and delivering agreed outcomes.
- To support the DCS as the strategic lead to the Council's senior officers and Members on relevant educational and school issues in Birmingham and to ensure any statutory obligations of the DCS in relation to frontline practice are fully discharged.
- To support the Strategic Director of Children and Families with safeguarding responsibility both within the Directorate and delivered

through Birmingham Children's Trust. To also promote safeguarding within the Directorate and beyond.

- To support the Strategic Director of Children and Families in fostering a cross Council culture by ensuring that the voice of children and young people is central to the development of organisational strategies and delivery plans.
- To optimise service performance and delivery, ensuring efficient and effective use of available resources (financial, human and physical) and the commitment to improve within a whole systems approach.
- To promote a robust performance management system for the service to ensure all activities have clear business plans linked to council plans which set staff objectives both within the service and across the Council.
- To help ensure – in relation to the portfolio of the post – that the Council is equipped at all times and open to inspection/external assessment in order to maximise opportunities to learn and enhance outcomes and levels of achievement.
- To develop/negotiate joint approaches to local service planning and delivery in partnership with all the relevant internal and external services providers and regional and national bodies.
- To act as an ambassador for the Council, promoting and enhancing the authority's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis, in order to maximise joint effort and pool resources wherever possible.
- To provide strong professional and managerial leadership across the Division, including setting clear objectives and measures, managing performance and resources, and assessing impact/risk.
- To create an environment where employees will flourish and deliver services within Birmingham City Council to the highest possible standard, and are actively involved in shaping the development and co-production of services.
- To empower managers and staff to operate within a culture of accountability and shared responsibility for generating and delivering the best possible outcomes.

- To ensure all employees within the portfolio are developed and supported to enable them to reach required competencies to deliver services to both national and local standards through systematic and targeted performance management.
- To lead and promote good employee relations through staff engagement and regular contact with Trade Union representatives at all levels.
- To promote the council's core values and equal opportunities with our communities and staff through personal example, open commitment and clear action.
- To deliver JNC Officer duties and to be available for emergency planning on a rota basis.

### **Strategic leadership**

To provide strategic leadership for all aspects of Schools and Employability within the Children and Families Directorate and more widely within the organisation. Particularly, to be responsible for:

- Joint Inclusion lead
- Lead for School Places
- Sufficiency strategy
- Lead for School Improvement strategy
- Statutory Youth Skills and Employability Service
- Adult Employability and skills (Careers Service)
- 14-29 Progression Pathway for young people with Special Educational Needs
- Youth Service including youth hubs

**Key Responsibilities:**

- Shape and promote the strategic vision across the Children and Families Directorate and the wider system, collaborating effectively within the council and Birmingham Children's Trust.
- Communicate proactively with the Strategic Director of Children and Families/DCS, Senior Leadership Team and lead elected Members in Birmingham with any information they may require to undertake their roles and effectively discharge responsibilities. Ensure appropriate information is available in a timely manner to all elected members at BCC
- Communicate and collaborate with all partners relating to the delivery and development of provision of lifelong learning and employment for the citizens of Birmingham, with a focus on children, young people and the unemployed
- Be an ambassador for Lifelong Learning and employability at BCC, actively promoting and developing the image of the authority, forming strategic alliances and developing effective working relationships on a local, regional and national basis.
- To demonstrate and champion a personal and professional commitment to equality of opportunity to ensure that outcomes for children and young people are at the heart of every level within the organisation, and within partnership arrangements
- Promote the most efficient use of resources to meet need

**Service Leadership**

Lead the delivery of all relevant statutory duties of the local authority, meeting all outlined performance requirements, as required

Lead the development of all strategies and policies relevant to the role, ensuring they deliver high quality services delivered and reviewed in a robust and transparent way

Embed a culture of change, continuous improvement, common professional standards and excellent people engagement and management, ensuring that the Council meets its statutory and moral obligations in relation to all aspects of equalities legislation.

In terms of function, the Assistant Director for Schools and Employability is responsible for:

- Creating credible pathways into sustainable careers through work experience, traineeships, apprenticeships and bespoke recruitment

services with current and future businesses across the City, particularly in growth sectors and skill shortage areas.

- To contribute, convene and lead forums that enable the promotion and delivery of the council's jobs and skills priorities using an evidence-based and outcome-focused approach.
- To work collaboratively with in partnership with public, private and voluntary sector providers, to develop and deliver an all-age impartial careers education and advice offer.
- To lead on high profile employment initiatives for the City aiming to reduce worklessness in conjunction with the LEP and Combined Authority
- To collaborate with schools, colleges and universities to promote access to emerging opportunities in high growth sectors.
- To collaborate with a range of businesses to secure resources and funding in the development of incentives, bursaries and 'education to employment' pathways for young people from priority wards and those with learning disabilities and special education needs.
- To stimulate and grow the number of opportunities providing access to 14-19 learners with special educational needs, young people with disabilities and those in care.
- To collaborate with education leads and other agencies at a regional and national level to ensure that Birmingham is integral to inform national and regional skills plans.
- To promote the use of libraries across Birmingham; ensuring that they are accessible to all our residents, seizing opportunities to market services and increase footfall to ensure sustainability, working with partners, as appropriate.

#### **High Level Key Results:**

- To identify service priorities, produce and implement a business and performance plan for the portfolio of services and ensure that objectives are achieved.

- To manage the development and delivery of appropriate initiatives, strategies and policies across education.
- To ensure that the monitoring of information and the quality of data and intelligence is systematically reviewed and acted upon, to minimise the risk of non-compliance of statutory guidelines and to improve services.
- To develop and promote effective partnership arrangements, both internally and externally, in order to maximise the impact of service delivery.
- To assist and advise Elected Members on policy and strategy related to Education.
- To be an inspiring communicator of the Council's vision and priorities for keeping children safe in education and effectively implement national legislation, policies and guidance.
- To work effectively and appropriately with external regulatory partners.
- To be accountable for and to ensure budgets and resources are properly managed in accordance with council policies and priorities and financial regulations.
- To investigate complaints and disciplinary matters in accordance with Corporate and Directorate procedures.
- To promote safeguarding across all aspects of service delivery
- To work effectively and appropriately with external regulatory partners.
- To ensure Birmingham Careers Service is delivering a high quality service to young people
- To ensure a robust strategy in place that supports the work to tackle youth unemployment and create a culture of lifelong learning across Birmingham
- To ensure provision of Adult Employability and skills and 14-29 Progression Pathway for young people with Special Educational Needs and Disabilities
- To ensure development of Policy and Strategy in place that addresses Breaking Down Barriers and other corporate

priorities as appropriate

- To ensure regeneration/inclusive growth activity ensures local employment opportunities, linking with Combined Authority and other Council directorates
- To ensure strategic and policy leadership across the portfolio
- To ensure there is evidence of strong partnership working with Universities, Colleges and multiple external organisations including central government (DWP)
- To contribute to the overall strategic management and organisational development of the Directorate to achieve a culture that promotes equality of opportunity, celebrates cultural diversity, inspires a sense of purpose and ownership of the Directorate's priorities and seeks to improve all aspects of performance.
- To ensure a representative cross section of children and young people are involved in determining planning and evaluating services delivered on their behalf.
- To ensure that the monitoring of information and the quality of data and intelligence is systematically reviewed and acted upon, to minimise the risk of non-compliance of statutory guidelines and to improve services.
- To promote safeguarding across all aspects of service delivery
- To work effectively and appropriately with external regulatory partners.

#### **Finance and Staffing Dimensions TBC**

**These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the Chief Executive.**





## Person Specification

**Job Title**                      **Director Schools and Employability**

**Requirements:** Evidenced by: **(a)**: application form; **(b)**: test; **(c)**: interview

### Knowledge and Experience

<b>Technical</b>	<b>a</b>	<b>b</b>	<b>c</b>
A professional qualification (postgraduate level) or equivalent experience in one or more of the key service areas under the overall management of the post, with evidence of continuous professional development	✓		
Experience of managing Education and Lifelong learning services within large, complex organisations.	✓		
Experience of proven strategic leadership demonstrating successful achievement as a senior leader in a broadly comparable environment.	✓		✓
Experience of leading significant programmes of corporate and transformational change which had major impact on staff and processes and achieved significant budget savings.	✓		✓
Experience of delivering best value and service delivery outcomes within a community focused provision, promoting equal opportunities and celebrating cultural diversity	✓		✓

Experience in developing effective working relationships with diverse stakeholders and operating and negotiating with outside agencies	✓		✓
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.	✓		✓
Experience in a senior role with strong strategic financial management in a local authority or equivalent organisation which has faced similar budget cuts, complemented by relevant experience in one or more of the key service areas under the overall management of the post.	✓		✓
Experience of managing and controlling substantial budgets at a high level with accountability for strict monitoring and best use of resources.	✓		✓
Experience of applying commercial and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community, including experience of creating new sources of income and securing major funding from public and private resources.	✓		✓
Experience and ability to use ICT tools to a basic standard (e.g. Word/ Excel/ PowerPoint), Outlook, Teams, Smart phone, PC/Laptop, other ICT systems etc.)	✓	✓	
Experience of successfully managing major programmes / funding and Accountabilities	✓		✓
Experience of working with diverse communities with demonstrable outcomes.	✓		✓
Experience of working closely with elected members and multi-agency partnerships.	✓		✓
Experience of negotiation of funding arrangements with external agencies.	✓		✓
Experience of playing a major role in collaborative partnerships to achieve better outcomes for children and young people.	✓		✓

**Competency Framework**

Should you be shortlisted for an interview, you will also be assessed on the following competencies, strengths and values - where you will need to demonstrate/evidence how you meet the criteria outlined:

<b>Authentic: Sets vision and team direction</b> <i>Enterprising and performing</i>			
<b>Achieving personal work goals and objectives;</b> Demonstrates personal strengths in pride and growth; accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities; targets resources on key priorities and outcomes		✓	✓
<b>Entrepreneurial and commercial thinking;</b> Demonstrates personal strengths in improvement and prevention, as well as commercial and business acumen; keeps up to date with competitor information and market trends, maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.		✓	✓
<b>Creating and conceptualising - formulating strategies and concepts;</b> Demonstrates a strength in strategic awareness; Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisations future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓
<b>Enabling: Develops great staff teams</b> <i>Supporting and co-operating</i>			

<b>Adhering to values and behaviours;</b> Demonstrates strong moral compass; upholds public service ethics and values; and demonstrates integrity; promotes and defends equal opportunities, has a personal and professional commitment to trust, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.		✓	✓
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<p><b>Leading and supervising;</b> Demonstrates a strength in acting as a catalyst; a strong leader with energy, flair, resilience and credibility; provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour and tackles underperformance sensitively and effectively.</p>		✓	✓
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<p><b>Collaborative: Builds great relationships and partnerships</b> <i>Interacting and presenting</i></p>			
<p><b>Relating and networking;</b> Demonstrates a strength in rapport building; easily establishes good relationships with diverse stakeholders including elected members, customers, staff and partners; communicates well with people at all levels, including members, partners and trade union representatives; builds wide and effective networks of contacts.</p>		✓	✓
<p><b>Persuading and influencing;</b> Demonstrates a strength in persuasion; gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others to maximise opportunities.</p>		✓	✓

<p><b>Resourceful: Weaves resources to add value to outcomes</b> <i>Adapting and coping</i></p>			
<p><b>Adapting and responding to change</b> Demonstrates strong personal strengths in resilience, bounce back and reconfiguration; maintains a positive outlook; adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; remains calm and focussed; shows an interest in new experiences and challenges; handles criticism well and responds appropriately.</p>		✓	✓
<p><b>Determining and initiating action;</b> Demonstrates a strength in judgement and personal responsibility; takes responsibility for actions, projects and people; works under own initiative; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks and sees ideas through to delivery, basing decisions on evidence.</p>		✓	✓