

## Senior Advisor - Skills

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**Department:** Children, Young People, Education and Skills (CYPES)

**Division:** Young People, Further Education, Higher Education and Skills

**Reports to:** Head of Skills Jersey

**JE Ref:** CYP087.1

**Grade:** CS13

**JE Date:** 02/08/2023

### MAIN PURPOSE

To act as the key educational lead officer for the department to all schools and colleges on skills innovation, careers and digital curriculum within the provision. Work closely with senior leaders from school, relevant officers from government and industry and business leads, on and off Island, to provide support to, and create opportunities for, young people to engage in a skills-focused and vocational provision.

To bring high quality leadership, credibility, and extensive educational experience to this key role, forging strong relationships with industry and commerce to influence change in the curriculum and its delivery across school provision, raise standards and improve skills for the future. As a member of Skills Jersey's Senior Management Team, to contribute fully to the corporate aims of Skills Jersey; to help shape these aims, and then to deliver them, and to ensure that the aims and activities of the Vocational and Innovation Section are always consistent with, and supporting the achievement of, Skills Jersey's corporate aims.

### Job specific outcomes

1. To lead on the development and implementation of a digital and innovation strategy for all schools and colleges on island, in collaboration with all key stakeholders, so that Jersey schools and colleges have a digital and innovation infrastructure that compares favourably with the best in mainland UK and Europe. Therefore, shaping a curriculum delivery across schools, which is informed and enhanced by business and industry partnerships.
2. To plan, develop and execute high quality digital and technical pathways in order to address the known skills gaps in the Island. Inspire and enable our young people to realise their ambitions in a changing and developing world, driven by technology, helping learners to prepare for successful transition into the job markets of now and the future.
3. To act as the lead officer for the CYPES Department, working closely with senior colleagues from Digital Jersey and other relevant bodies, to deliver the rolling Island-wide Digital Skills Strategy.
4. To oversee the implementation of appropriate and effective Digital Skills training for all in the CYPES department, employees across schools (eg teachers), students and also the wider population of the Island, in order to support successful implementation of the Digital Skills Strategy and to ensure that teachers have the digital and lesson planning skills to competently pass on the digital skills to the children.
5. To prepare and provide relevant briefings and updates as required by senior ministers and key stakeholders including the media. For instance, be the lead representing officer for GoJ, in the Digital Inclusion work sector of the British & Irish Council. Ensure that the reputation of GoJ for digital and technical innovation is positively enhanced during any national and international interaction.

6. Build and establish strong and long-term commitment from business and industry. Engage and motivate Industry to work directly with schools, and to influence and shape a school the curriculum for the island's future skills needs. Ensure that so that students and learners can gain the skills required by for the workplace and to ensure that the infrastructure and support services fully meet the digital educational needs of the Island's schools.
7. Produce a cradle to grave schedule of high quality digital, vocational and technical learning opportunities for islanders. and career options available in the Island, including internships and other opportunities for students and a high quality technical and vocational programme, to support digital pathways for young people in Jersey. Pilot and implement innovative and flexible new training and learning initiatives programmes, in partnership with Industry, to meet this aim.
8. Oversee the formal partnership agreements between business and government, in particular, for the Digital Skills Academy, Primary Engineer funding partnership and the DEC industry adopter roles.
9. Build collaborative working partnerships with other key GoJ departments, to deliver collaborative initiatives. This includes working with the Digital Policy Unit and the Cyber Security Task Force to improve the Cyber-related skills and knowledge of all islanders so they can be safe when online

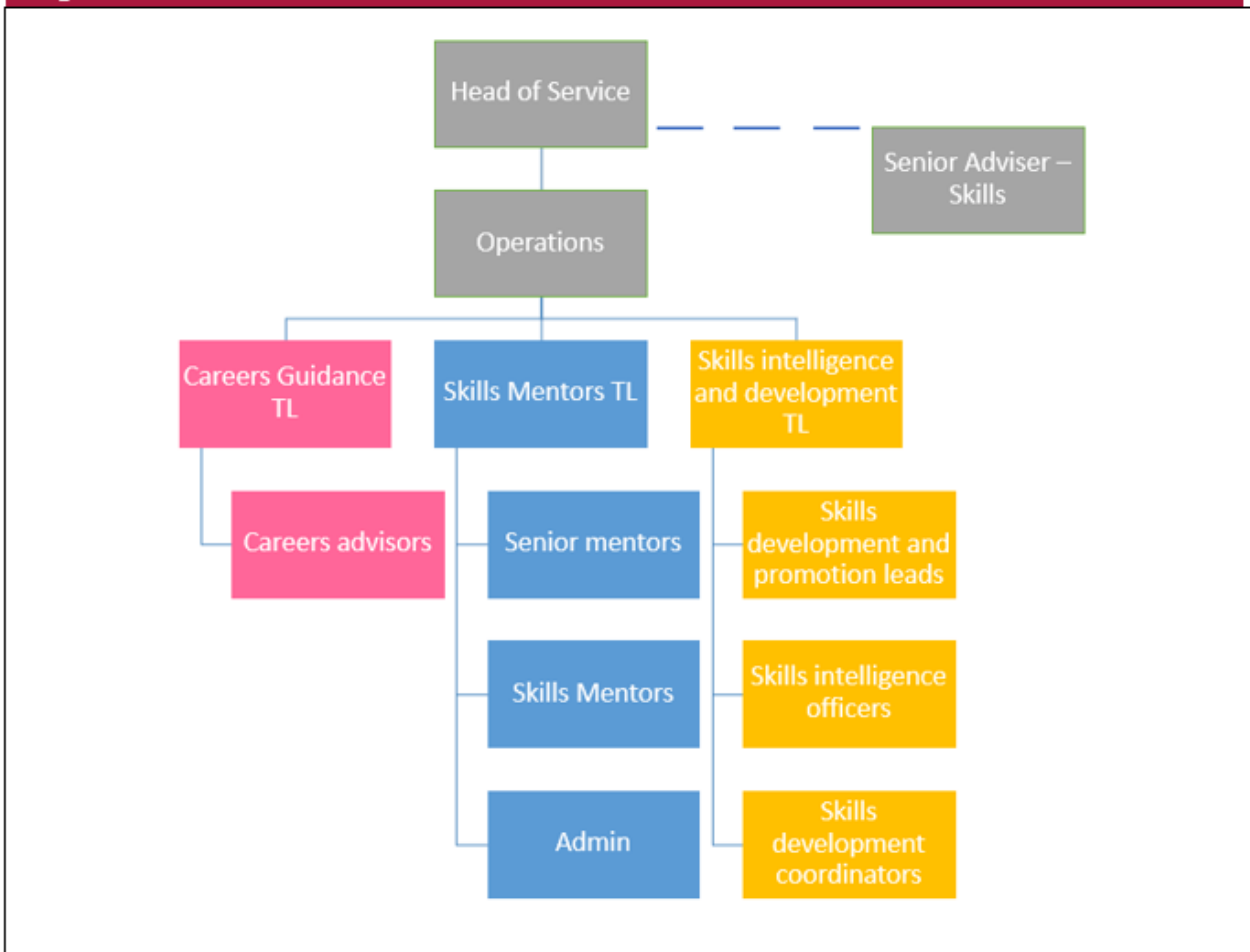
### **Statutory responsibilities**

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

**Organisational structure**



**Organisation chart**



**Core Accountabilities, Attributes and Behaviour Indicators**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<p>Degree (or equivalent) in digital technology and/or similar</p> <p>Professional Careers Advice and Guidance qualification (e.g. level 6 Advice and Guidance)</p> <p>Teacher Training Qualification</p>	
<b>Knowledge</b>	<p>Extensive knowledge and experience of workplace learning and the education system.</p> <p>Excellent networking skills, with the strong relationship management skills needed to support the building of a relevant and effective network across education and industry.</p> <p>Sound project management skills, demonstrated through the successful delivery of a variety of complex projects</p> <p>People management – knows how to motivate, manage and develop a high performing team</p> <p>Mentoring and coaching of young people to enable them to gain the confidence, skills and knowledge to make a successful transition into the world of work or further education.</p> <p>Working knowledge of Health &amp; Safety at Work law and safeguarding</p>	<p>Understanding of workplace learning and the education system in Jersey</p>
<b>Technical / Work-based Skills</b>	<p>Ability to keep up to date with current trends, both locally and internationally, research, develop policy and formulate strategies.</p> <p>Knowledge of setting up and maintaining MI/administrative systems to report on both qualitative and quantitative outcomes of projects/programmes to a wide variety of stakeholders</p> <p>Safeguarding certification</p>	<p>Sound understanding of the Digital/Tech skills in the context of Jersey.</p>
<b>General Skills/Attributes</b>	<p>Effective interpersonal and communication skills through all media.</p> <p>Receptive to, and an instigator of new ideas, and clearly explains, presents and implements change.</p>	

	<p>Understands the external environment in which the role operates and demonstrates this through working practice</p> <p>The ability to convey analytical and technical ideas and concepts to colleagues and industry and to make them meaningful and gain support.</p>	
<b>Experience</b>	<p>Extensive experience of the Digital &amp; Tech industry and training for diverse industries.</p> <p>Experience of working at a management level within education and/or youth work</p> <p>Extensive experience of setting up and managing employer networks capable of providing work experience placements</p> <p>Experience of planning, designing, developing and implementing programmes of work for students and the department.</p> <p>Track record of strategic planning and development of systems and procedures to bring about organisational change.</p> <p>Experience of working autonomously at a management level within a senior role.</p>	

**The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.**