

## Skills Development Lead

---

<b>Department:</b>	Children, Young People, Education and Skills (CYPES)
<b>Section:</b>	Young People, Further Education, Higher Education and Skills
<b>Reports to:</b>	Skills Intelligence and Development Team Leader
<b>JE Ref:</b>	CYP1157
<b>Grade:</b> CS10	<b>JE Date:</b> 11/08/2023

### Job purpose

The post holder will lead on effectively linking local employers, business leaders, students (all ages), lifelong learners, parents, schools, colleges, universities and relevant GoJ departments to develop the knowledge, aspirations and employability skills of young people and all Islanders.

Responsibility for the development and delivery of work experience, skills training and the external communications of Skills Jersey including; social media channels, websites and media releases. This includes working with worldwide universities to ensure a full provision for Jersey and island students.

### Job specific outcomes

1. Lead on establishing and maintaining multiple partnerships with businesses, employer groups, to gather labour market intelligence and skills gap needs. Will represent the department on industrial boards and panels when necessary.
2. Lead on establishing and maintaining multiple partnerships with education establishments and training providers to ensure that students and staff are able to input into the development and creation of work experience opportunities, employer insights, skills and careers events and other skills related initiatives.
3. Manage and organise Skills Jersey events. Ensure clear communication between stakeholders and solve logistical problems to ensure the smooth running of events.
4. Develop and maintain links with higher education establishments worldwide.
5. Develop the profile for Skills Jersey in order to create a positive corporate image and maximise the uptake of programmes and services, using the full marketing mix and appropriate advertising opportunities.

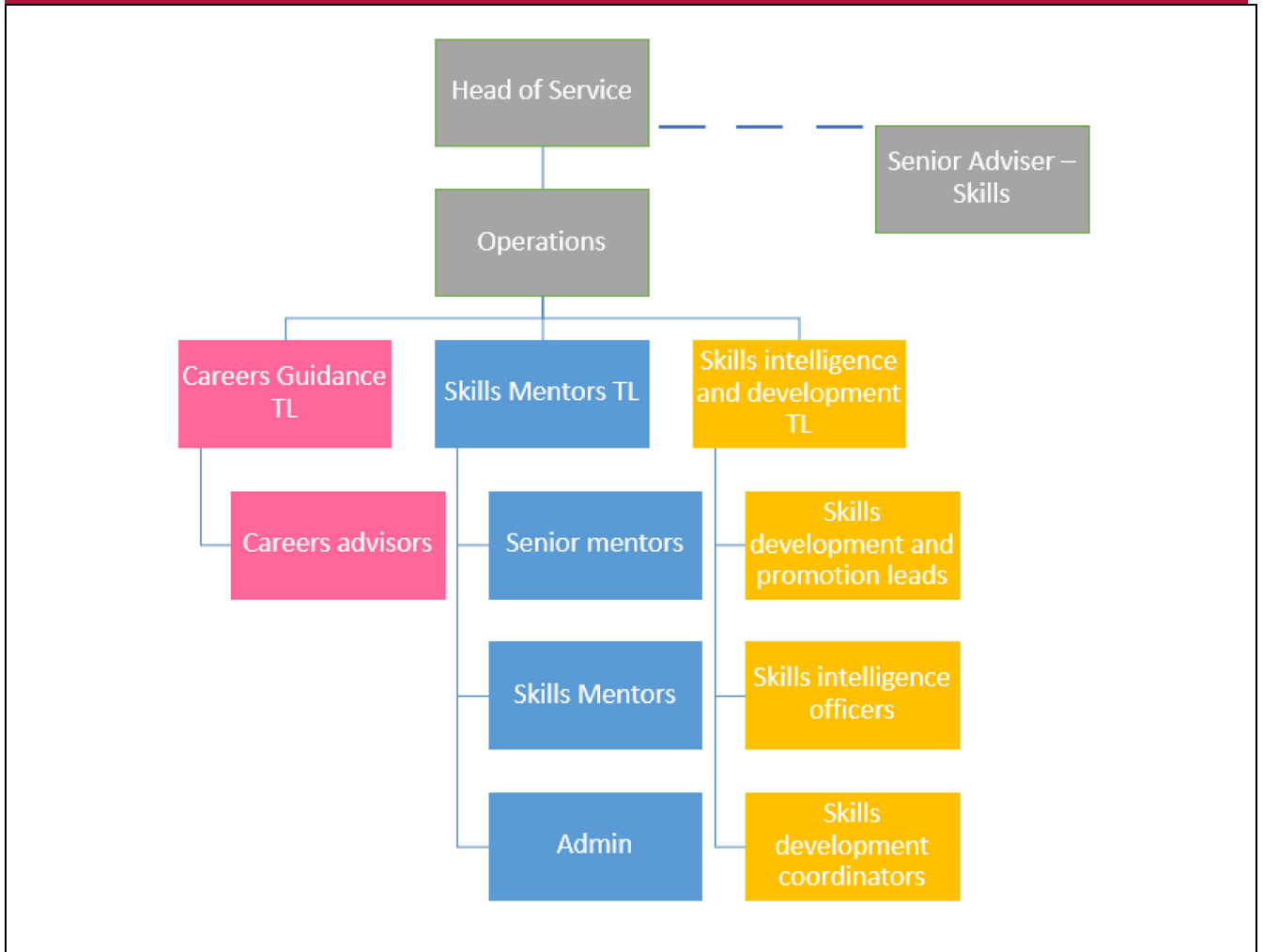
6. Post holder is responsible for the planning and implementation of the Trident Work Experience scheme for all Key Stage 4 students in Jersey (approx. 1100 students per year)
7. Identify, recruit and negotiate with employers willing to provide high quality educational work experience opportunities across a wide section of working environments.
8. Review and evaluate the suitability of work placements and other work-related learning.
9. Ensure appropriate insurance and health & safety standards are met in accordance with Skills Jersey's Work Experience Policy and the post holder's responsibility under the Health & Safety (Jersey) at Work Law 1989

<b>Statutory responsibilities</b>
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time. <b>&lt;Delete the following statement if not applicable&gt;</b> 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.
<b>Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)</b>
<ul style="list-style-type: none"> <li>• List the primary service areas that are accountable to the role</li> <li>• XX</li> <li>• XX</li> </ul>
<b>Organisational structure</b>

## Government Departments



## Organisation chart



**Person Specification**

**Specific to the role**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Degree or equivalent experience in subject area that demonstrates strong research/report writing skills, analytical skills, and academic aptitude.	Project management qualification.
<b>Knowledge</b>	<p>Understanding of issues facing the Island and clear appreciation of current affairs.</p> <p>Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.</p> <p>Knowledge of people management activities, strong understanding of how to communicate effectively with colleagues in a diverse environment.</p>	<p>Working knowledge in any of the following areas would be beneficial:-</p> <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Employment law</li> <li>• Risk management</li> <li>• Data protection</li> </ul>
<b>Technical / Work-based Skills</b>	<p>Attention to detail and ability to record information accurately with minimum supervision.</p> <p>Strong communication skills required, to promote collaborative working</p>	

	<p>within the teams.</p> <p>Strong leadership skills with the ability to motivate external stakeholders</p> <p>Excellent time management skills.</p> <p>Political awareness.</p>	
<b>General Skills/Attributes</b>	<p>Excellent written and verbal communication.</p> <p>Excellent networking skills.</p> <p>Strong relationship management skills.</p>	
<p><b>Experience</b> This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>Experienced in chairing large meetings with external stakeholders.</p> <p>Experienced in managing workloads and priorities within a project management or business field.</p>	

## Personal Attributes

### Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.