

Skills Intelligence and Development Team Leader

Department:	Children, Young People, Education and Skills (CYPES)		
Section:	Young People, Further Education, Higher Education and Skills		
Reports to:	Skills Intelligence and Development Team Leader		
JE Ref:	CYP1158.1		
Grade:	CS11	JE Date:	08/08/2023

Job purpose

The post holder will manage and lead the team delivering effective and timely delivery of a portfolio of skills development services, including marketing, events, work experience and similar initiatives.

As Team Leader, the post holder is responsible for the line management of staff who work closely with schools, parents, employers and the wider community to research, create and promote skills development schemes that meet the needs of the community.

Responsible for leading the strategic development and delivery of work experience, apprenticeships and skills pathway opportunities and external communications including; social media channels, websites and media releases.

Job specific outcomes

1. Lead and supervise a team, including recruitment and selection, providing support and guidance with operational, safeguarding and performance issues, ensuring there is capacity and capability within the team for allocation of work and day to day activities, ensuring appropriate deployment of resources enabling the smooth delivery of services/tasks with adherence to the relevant GoJ policies.
2. Coordinate the workload and use of resources for the Skills Intelligence and development team
3. Post holder is responsible for setting, reviewing and monitoring the KPIs and success measures of
 - a. the Trident Work Experience scheme for all Key Stage 4 students in Jersey (approx. 1100 students per year)
 - b. skills intelligence gathering
 - c. skills engagement with local industry and business leaders
 - d. skills events and promotion
 - e. skills gap analysis and research delivery timeline from proposal to final report

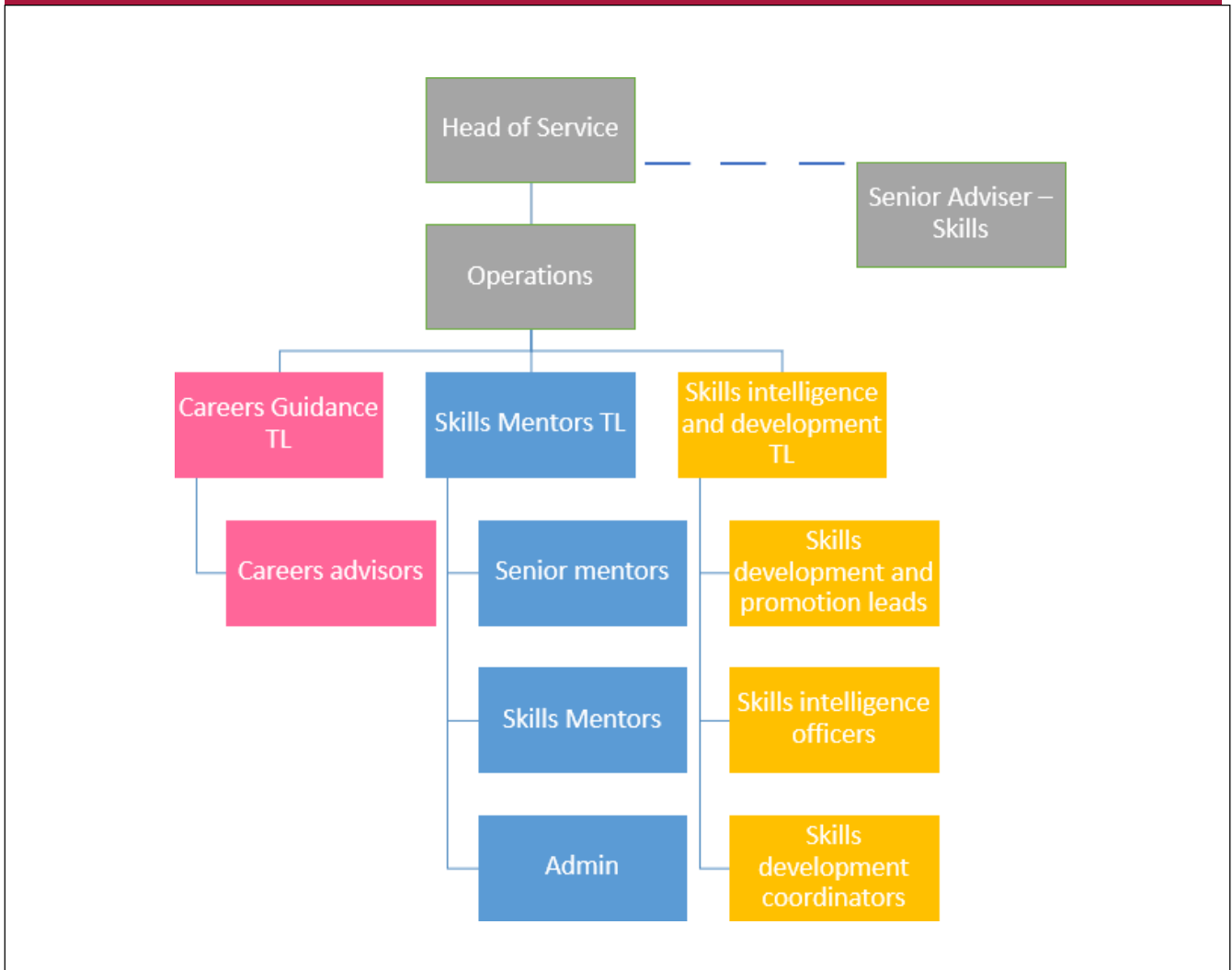
4. Develop the profile for Skills Jersey in order to create a positive corporate image and maximise the uptake of programmes and services, using the full marketing mix and appropriate advertising opportunities
5. Maintain regular contact with employers to develop skills improvement opportunities
6. Work closely with schools 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
7. Ensure employer labour market and skills information is being gathered from all sectors in Jersey to provide informed decisions and outcomes
8. Attend relevant employer forums, meetings and conferences to keep updated on initiatives and issues relating to the work of Skills Jersey, both locally and nationally.
9. Develop and maintain links with the island’s commercial and industrial sectors through regular contacts and visits, including representing the department on industrial boards and panels when necessary.
10. Manage and improve customer experience and act upon their feedback to improve the services within Skills Intelligence and Development Team
11. Implement effective performance management systems, to monitor and assess the value of the services designed to achieve the Island’s Skills and Economy related strategies and report on their impact to the Operations manager of Skills Jersey

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

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to degree level</p> <p>A relevant professional qualification in management (Chartered Manager or MMP,)</p>	
Knowledge	<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"> • Health and safety • Employment law • Risk management • Data protection
Technical / Work-based Skills	<p>Attention to detail and ability to record information accurately with minimum supervision.</p> <p>Strong communication skills required, to promote collaborative working within the teams.</p> <p>Strong leadership skills</p>	

	<p>with the ability to motivate employees through change, whilst supporting the Operation Manager in delivering departmental and organisational objectives.</p> <p>Excellent time management skills.</p>	
General Skills/Attributes	<p>Excellent written and verbal communication</p> <p>The postholder will be aware of deadlines and ensure they will be met.</p>	
Experience	<p>Experienced in line managing or supervising employees with the ability to motivate direct reports.</p> <p>Experienced in managing workloads and priorities</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 4 core accountabilities attributes and behaviour indicators.