

## North East Local Enterprise Partnership Job Description



<b>Job Title:</b>	<b>North East Local Enterprise Partnership - Skills for Business Manager</b>
<b>Responsible To:</b>	<b>Chief Operating Officer, North East LEP</b>
<b>Host Employer:</b>	<b>North East Combined Authority (NECA)</b>
<b>Salary:</b>	<b>Circa £60K</b>

### **Purpose of role**

To lead, animate and develop a business led approach to realize the North East Local Enterprise Partnership's Skills ambition, which is to ensure that the local economy has a supply of skilled workforce to meet the demand needed now and into the future.

### **Main Responsibilities**

1. To lead the development and implementation of the North East LEP's Skills agenda, working closely with the North East Combined Authority and other partners, with a focus on how the North East can produce a workforce with the right skills to match business needs.
2. To develop, manage and deepen relationships with a range of stakeholders regionally and nationally with the aim of building the North East's skills base to match the demand of the local economy.
3. To ensure the effective development, commissioning and management of projects and programmes that will raise awareness and lead to job opportunities for all, from primary school children to the older worker.
4. To represent the North East LEP on national groups as required, for example, the national LEP Skills Group.
5. To develop an effective communications strategy to support delivery and promotion of the North East and its skills capability to meet the needs of businesses.
6. To identify ways in which the North East LEP's skills strategy can maximise available funding and investment to achieve its goals.
7. To develop and manage a virtual team with partner organisations to deliver this wide ranging and dynamic programme of activities.
8. To determine metrics for measuring success of the North East LEP's Skills Programme and to contribute to wider evaluation activities.
9. To work in close alignment with leaders of other programmes within the Strategic Economic Plan to ensure that there is joined-up thinking and efficient overall strategy delivery.

10. To ensure that the North East LEP is aware of and considers potential implementation of global best practice in this theme.
11. To support, and build an effective reporting and working relationship with the North East LEP and North East Combined Authority Boards.

### **Accountabilities**

1. Further development and adoption of a clear business led Skills Strategy for the North East LEP.
2. The successful delivery of a North East LEP's Skills Programme that is underpinned by an evidence base and can demonstrate that the skills demand required from businesses in the North East will be met by local supply.
3. Development of a powerful, business led North East skills offer and brand.
4. The alignment of the Skills Strategy with the overall Strategic Economic Plan.
5. Outstanding communication of progress and delivery.
6. Effective joint working and collaboration with the North East LEP's Employment and Skills Board, the North East LEP Board and the North East Combined Authority's Leadership Board.
7. Manage the Skills virtual team and the contribution of the team to the operation of the North East Local Enterprise Partnership and North East Combined Authority.
8. Effective management of resources as required by the role.

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