



South Tyneside Council

CHILDREN'S, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE:	WorkPlace Development Manager
GRADE:	Band 9
RESPONSIBLE TO:	The WorkPlace Board (Line Manager to be confirmed)
RESPONSIBLE FOR:	WorkPlace Project Support Officer; WorkPlace Project Admin Delivery of objectives, products and services from the Project Team

Overall Objectives of the Post:

South Tyneside Council has received Innovation funding from the Department for Education to transform our Education, Training and Employment offer to for children looked after and care leavers. This two year project will re-think our EET offer and all the touchpoints for children and young people, working closely with them to re-imagine and re-design the service.

Working with team across disciplines and agencies, the WorkPlace Development Manager will change the way we offer Education, Employment and Training for children looked after and Care leavers.

Our goal is to achieve sustainable change, so roles and work need to be carefully planned to be deliverable within long- term staffing and partnership structures.

Key Tasks of the Post:

You will be responsible to The WorkPlace Board. The Board will identify a member who will provide Line Management.

1. Goals:

- Deliver the vision for the WorkPlace, working closely with the Service Manager (ICLAS service) and the Virtual Head.
- Ensure that young people are consulted, engaged and direct requirements for the WorkPlace. Support their employment as an integral aspect of the project.
- Bring together the multi-disciplinary Project Team to ensure that there is a single shared understanding of direction and delivery requirements, making sure that the project delivers and commissions change that will be sustained in the long-term.
- Engage a range of stakeholders in supporting the WorkPlace mission including Elected/Cabinet Members, Senior Officers, Partner Agencies and Employers.
- Work closely with evaluation partners to demonstrate impact by putting in place a system of measures to assess current baseline and progress toward goals and objectives.

2. You will be responsible to:

- Establish a Board to direct the project, including a range of stakeholders, and ensure the Board adds value to the outcomes of the WorkPlace project.
- Put in place a delivery programme through which the Board can clearly monitor progress, assess risks and issues and prioritise action.
- Direct and assess the work of a multi-disciplinary team, who will be line managed both by yourself and others in the Council. Ensure there is a strong and motivating understanding of the purpose and benefits of the project and maintain a creative approach to delivery.
- Establish success criteria which can be used to assess proposals and outcomes to ensure that they are aligned with the programme overall.
- Commission specific pieces of work for example use of consultants, delivery of web based resources etc.
- Meet regularly with the Head of Service and iCLAS Service Manager to advise, discuss and consult on work requirements, objectives, priorities and deadlines.
- Put in place a reporting framework and produce reports including requirements, progress and impact reporting.
- Ensure stakeholders are suitably briefed as the project is being delivered, attending various stakeholder forums where required.
- Manage the WorkPlace budget, working with colleagues in Finance to ensure sound financial management of the project.

3. The WorkPlace is a DfE funded Innovation Project: You will

- Work closely with our identified evaluation partners to assess progress and contribute to sector learning.
- Ensure that the WorkPlace learns from related Innovation Projects, benchmark progress and outcomes.
- Contribute to DfE events and publications.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety. The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CDM/CL

Date: 8.06.18