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| **Job Description** |
| **Post title** | **DurhamEnable Manager** |
| **JE Reference No** | N10657 |
| **Grade** | Grade 14 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Education & Skills – Progression & Skills |
| **Reporting to** | Strategic Manager – Progression and Learning |
| **Location** | You will be based in a locality within County Durham. However, you may be required to work at any Durham County Council location, according to the needs of the service and your work will involve visiting various other settings in the county and surrounding travel to work area. |
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| **DBS** | This post is subject to Enhanced Disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
| **Contract** | This post is funded through ESF as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The post is fixed term until 31 December 2023.  |

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| **Description of role** |

The role of the DurhamEnable Manager is leadership of a team to ensure people with disabilities are supported into paid employment. DurhamEnable participants will have multiple barriers to employment that could include physical, sensory and/or learning disabilities, autism, or mental health difficulties. This role is responsible for leading the successful delivery of the DurhamEnable programme in the county; ensuring targets are met.

The success of this role will be dependent upon the development of highly effective working relationships with colleagues across DCC including Adult Care, Commissioning, Public Health, Business Durham, Regeneration Economy and Growth, SEND and Inclusion and other external partners including schools, colleges, independent private providers, DWP/Jobcentre Plus, Day Care providers, voluntary agencies, etc.

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| **Duties and responsibilities** |

**Listed below are the main duties and responsibilities applicable to the post :**

* Promote the importance of sustainable employment for people with disabilities within County Durham and ensure this is understood and embraced by partners.
* Provide leadership, operational planning and delivery to improve the number of people in Durham with disabilities obtaining paid gaining employment.
* Manage the delivery of DurhamEnable, ensuring ESF funding is maximised and there is compliance with all data and audit requirements.
* Lead and motivate a team to ensure highly effective service delivery.
* Highly effective performance management ensuring delivery meets need and achieves or exceeds targets; accurate and timely performance reporting; and ensuring success is celebrated and underperformance is addressed.
* Lead on effective Employer Engagement strategies and influence key business networks in order to create employment opportunities for people with disabilities.
* Promote a culture of involving participants and, where appropriate, their parents/carers in continuous improvements and co-producing any developments or changes to the service.
* Ensure the delivery of good practice models of supported employment are implemented across Durham.
* Lead the development and implementation of a quality assurance framework to ensure the continuous improvement of service delivery, incorporating the evaluation of professional practice.
* Liaise with a broad range of strategic and other stakeholders to ensure the DurhamEnable programme is aligned and integrated with other mainstream, project and commissioning activity in the county focusing upon supporting adults with disabilities to progress into employment.
* Successfully managing the DurhamEnable governance arrangements and operational groups.
* Adhere to the core values of supported employment as an employee and as a service leader.
* Ensure effective safeguarding arrangements are in place for the delivery of DurhamEnable, in line with Durham County Council policy and guidelines.
* Identification and implementation of innovative approaches to the achievement of team priorities and successful delivery of DurhamEnable.
* Extensive networking with Local Authorities and other partners, including BASE, DfE and DWP to identify best practice in supported employment.
* Extensive networking with Local Authorities and other partners, including BASE, DfE, DWP adult social care providers (both commissioned and internally delivered) to identify best practice in supported employment.
* Lead the development and delivery of workforce development to ensure all staff improve their skills and expertise utilising both internal expertise and commissioned support, as required.

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Strategic Manager for Progression and Learning.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to Degree Level or equivalent qualification in a relevant discipline.
 | * Management Qualification at Level 5 or above.
* Recognised project management qualification
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| Experience | * Experience of leading and managing teams to achieve results.
* Experience of designing and implementing workforce development programmes to respond to identified need.
* Experience of managing complex projects to successful fruition.
* Experience in leading projects which support adults to overcome barriers to progression into employment.
* Experience of managing and supervising staff who are working with people with disabilities.
* Extensive experience of working with people with disabilities, their families and other professionals.
* Experience of building effective working relationships with employers.
* Experience of working collaboratively with a wide range of partners to improve outcomes for people with disabilities e.g. education, training and social care providers, statutory and voluntary agencies and other services in Durham County Council.
* Proven track record of working with partners to effect change for people with disabilities.
* Experience of effectively targeting resources to maximise outcomes.
 | * Experience of managing ESF funded projects.
* Experience of developing and implementing Quality Management Systems
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| Skills & Knowledge | * Knowledge of the core values of Supported Employment.
* Excellent leadership and management skills.
* Project management skills.
* Excellent presentation, verbal and written skills.
* Excellent interpersonal skills.
* Evidence of excellent partnership working and networking.
* Excellent negotiating and influencing skills.
* Understanding of issues /barriers relating to the progression of people with disabilities.
* Understanding of post-16 and adult learning and career options, including progression pathways.
* Knowledge of agencies and services that are available to support people who are unemployed with disabilities and have more complex needs.
* A strong team player with an ability to relate effectively to colleagues and senior individuals from other organisations.
* Ability to work under pressure, to prioritise and meet deadlines.
* Experience of managing funding and budgets
 | * Understanding of European grant programmes.
* Knowledge of supporting employers to develop inclusive recruitment practises including the shaping and steering of corporate/social responsibility strategies.
* Knowledge and understanding of local and national policies with particular reference to disability employment law and the current welfare system.
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| Personal Qualities | * Drive, enthusiasm, and personal resilience.
* Commitment to the progression of young people and support for vulnerable and disadvantaged groups.
* Motivated to achieve performance targets and deliver a high quality service.
* Ability to motivate self and others.
* Ability to use own initiative to respond to problems / issues, as appropriate.
* Adaptability, flexibility, and capacity to work effectively under pressure and to tight deadlines.
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