



TEES VALLEY MAYOR

TEES VALLEY COMBINED AUTHORITY

JOB DESCRIPTION

Post Title: Provider Relationship and Performance Management Officer
Post Reference: POS006785
Grade: L
Responsible to: Skills Manager
Contract: Permanent

Job Purpose

The purpose of this role is to establish effective relationships with the providers that the Tees Valley Combined Authority provides funding to, to deliver skills provision as part of the devolution of the Adult Skills across the Tees Valley. The skills provision currently includes the Adult Education Budget, Level 3 Adult Offer (Free Courses for Jobs) and Skills Bootcamps.

The role will also include the performance management of the provider Delivery Plans in relation to the relevant skills programmes.

The post holder will work as part of a team and have direct responsibility for managing a portfolio of skills providers including FE and Sixth Form Colleges, Independent Training Providers, Local Authority Providers, and voluntary sector organisations.

The post holder must have demonstrable knowledge and experience of the Adult Skills/Further Education sector including current funding arrangements.

Duties and Responsibilities

1. To establish effective working relationships with funded providers, including regular contact and establishing open and transparent dialogue.
2. To regularly monitor and assess performance of the funded providers within the TVCA Performance Management Framework.
3. Undertake detailed analysis of provider Delivery Plans and performance reports to ensure delivery is in line with funding agreements.
4. Undertake detailed assessment and review of provider Delivery Plans.
5. To actively work with providers to assess quality, continued performance in line with their Delivery Plan, including proposing, negotiating and achieving agreed solutions as part of an improvement plan.
6. To intensively monitor provider improvement plans to ensure successful improvement and provide feedback of any escalation process required where improvement are not achieved.
7. To take personal responsibility for ensuring assessment processes are implemented in accordance with TVCA requirements.
8. To update providers with TVCA policy requirements.
9. Work closely with other TVCA teams to ensure finance and funding agreement information is up to date and ensure there is a clear understanding of the agreements in place and the

performance requirements. This includes having detailed knowledge of the processes and arrangements in the Investment team and the financial monitoring arrangements

10. Take ownership and responsibility for updating the risk registers for each provider and providing regular formal reports for senior management and external parties.
11. Present to formal governance groups when required.
12. Undertake analysis of provider performance data and intelligence in order to inform future funding and contracting decisions, and provide regular reports to the Skills Manager, and the wider Senior Management Team and associated governance bodies within the Combined Authority.
13. Contribute to the wider Education, Employment and Skills agenda within the Combined Authority.
14. To take reasonable care of your own health and safety, including acknowledging Lone Working risks and co-operate with management, so far as is necessary to enable compliance with the authority's health and safety rules and legislative requirements.
15. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
16. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

