



TEES VALLEY MAYOR

## TEES VALLEY COMBINED AUTHORITY PERSON SPECIFICATION

**Post Title:** Provider Relationship and Performance Management Officer

**Post Ref:** POS006785

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level in relevant area, or 3 years equivalent experience.		Application
Experience and knowledge	<p>Detailed understanding of and experience of working in the Adult Skills and/or Further Education sector.</p> <p>Experience of directly managing contracts, funding and performance in a provider, funding agency or similar organisation.</p> <p>Significant experience of challenging performance, and leading challenging conversations within a skills setting.</p> <p>Detailed understanding of skills funding policies and provider management.</p> <p>A detailed understanding of the current Individual Learning Record system used by adult skills providers.</p> <p>Proven ability to work sensitively with a range of key stakeholder organisations, local authorities and central government departments.</p> <p>Experience of working with large partnerships and multiple stakeholders and the ability to negotiate change.</p> <p>Knowledge of the Education, Employment and Skills devolution proposals and agreements with Combined Authorities.</p> <p>Demonstrable knowledge and experience of Ofsted and the Learning and Skills inspection regime.</p>	<p>Extensive knowledge and direct experience of the Tees Valley skills needs and priorities.</p> <p>Experience of working in a senior performance management role in the Adult Skills and/or Further Education sector.</p> <p>Experience of working in a Quality Assurance role in in the Adult Skills and/or Further Education sector.</p>	Application Interview

	<p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook)</p> <p>Knowledge and understanding of Health and Safety, Safeguarding, Prevent and British Values in relation to Adult Skills.</p>		
Skills	<p>An accomplished communicator, both formally and informally at all levels within and outside the organisation.</p> <p>A good level of analytical ability, including utilising complex data to shape policy.</p> <p>Ability to understand, analyse and distil a clear message from complex and potentially controversial information.</p> <p>Ability to appreciate different points of view and potentially varying interpretations of information and situations.</p> <p>High level ability to be able to provide controversial or difficult feedback.</p> <p>High level of political awareness and sensitivity.</p> <p>Ability to think creatively and take initiative.</p> <p>Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</p> <p>Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner.</p>	<p>Excellent communication skills with the ability to communicate orally and in writing with a range of people, particularly public and private organisations.</p> <p>Good formal presentation skills.</p>	Application Interview
Personal Attributes	<p>Strong commitment to the public service and devolution.</p> <p>A high degree of integrity.</p> <p>Uses political judgement and sensitivity.</p> <p>Strong interpersonal and networking style.</p> <p>Committed to acting corporately and collaboratively.</p> <p>High-level of drive and motivation to achieve.</p> <p>Gives attention to detail.</p> <p>Outcome and achievement focused.</p>		Application Interview

