

Job Description

Post title	Skills Relationship and Contract Manager
Grade	N8
Directorate	Skills, Inclusion and Public Sector Innovation
Team	Skills
Reporting to	Skills Delivery Lead
Responsible for	Not applicable

Job Purpose

The post holder will play a key role in driving the successful delivery of the North East Mayoral Strategic Authority's (North East MSA) skills programmes through effective contract management, strong partnership working and a focus on quality, performance and impact, supporting the Integrated Settlement and the Local Growth Plan.

Duties and responsibilities

Listed below are the principal responsibilities of this role:

- To effectively manage contracts for the North East MSA's skills activity, supporting delivery of the Integrated Settlement and the Local Growth Plan, and ensuring that programmes are delivered within agreed timescales and budgets.
- To lead planning and performance review meetings with providers, including coordinating and monitoring delivery plans and ensuring the North East MSA is appropriately represented.
- To establish effective working relationships with delivery partners to secure the most appropriate and cost-effective skills provision, contributing to the ambitions of the North East MSA.
- To interpret complex data and report progress and outcomes through the North East MSA management structure, including quality issues, underperformance, impact and risk.

- To interpret local and national policy and legislation relating to the skills sector and provide advice to managers to inform priorities.
- To contribute to the design, coordination, promotion, implementation, monitoring and review of commissioning and procurement activity that supports the objectives of the North East MSA.
- To contribute to the development of service planning activities and priorities, ensuring alignment with the ambitions and objectives of the North East MSA.
- To build and maintain effective working relationships across the internal executive team, and to support the organisation's core values and mission.
- To promote and implement North East MSA's equality, diversity and inclusion policies in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

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 their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East MSA has designated that this post is not politically restricted in accordance with the requirement 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.

Person Specification: Skills Relationship and Contract Manager

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant professional qualification or equivalent experience in areas such as contract management, quality assurance, commissioning, or programme delivery in a public-sector environment. 	<ul style="list-style-type: none"> Evidence of continued professional development.
Experience	<ul style="list-style-type: none"> A track record of successfully leading a portfolio of projects, ensuring delivery targets are met in line with agreed timescales. Experience of managing budgets and controlling expenditure, ideally in a public funding environment. Experience of developing and managing information systems and processes to capture performance data. Experience in performance management of contracts for service. Experience of collaborating and building effective working relationships between public, private, and voluntary organisations. Experience of commissioning and procurement of large-scale project activity. 	<ul style="list-style-type: none"> Experience of working with the Department for Education in relation to adult skills.
Skills and Knowledge	<ul style="list-style-type: none"> Detailed knowledge of the devolved Adult Skills Fund and the wider skills sector Detailed knowledge of contractual requirements for the public sector and specifically, the adult education sector. Data analysis skills to interpret complex data in order to report progress and outcomes of programmes, including quality issues, under-performance, impact and risk management. Knowledge of national funding rules and regulations related to Adult Skills Funding. 	<ul style="list-style-type: none"> Understanding and knowledge of the workings of a Mayoral Strategic Authority/Combined Authority and/or local government.

Personal Qualities	<ul style="list-style-type: none">• Ability to work independently and as part of a team.• High level of integrity and professionalism.• Adaptability and willingness to embrace change.• Proactive and results orientated approach.• Committed to the principles of equality and diversity.	
Additional Requirements		