



OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP (OXLEP)

JOB DESCRIPTION

Skills & Enterprise Adviser

- Introduction:** Oxfordshire Local Enterprise Partnership (OxLEP) is one of 37 LEPs operating across England. We are responsible for championing and developing the Oxfordshire economy. Now in our sixth year of operation, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector. This is an exciting opportunity to join a dynamic organisation at a time of growth.
- Our Vision:** Oxfordshire as a vibrant, sustainable, inclusive, world leading economy, driven by innovation, enterprise and research excellence.
- Job Title:** Skills & Enterprise Adviser
- Salary:** £34,000 - £36,000 per annum depending on experience
- Contract:** Full time to 31 March 2020, with potential to extend subject to confirmation of funding
- Report to:** Skills Hub Manager

Job Purpose:

- Skills Advisors manage a portfolio of projects identified within the OxLEP Skills plan. This will include operational delivery and support of the Careers & Enterprise Company's Enterprise Adviser Network, Oxfordshire Apprenticeships, Community Employment Plans and Oxfordshire Work Experience.
- The role is pivotal in supporting the delivery of The Careers & Enterprise Company's national programme and critical to achieving its aim of motivating, inspiring and supporting young people in making informed choices about their future and help them achieve against those choices

Principal responsibilities:

- Develop and lead a portfolio of activities that contribute to the delivery of OxLEP's Skills Plan objectives as directed by the Skills Hub Manager
- The role sits at the heart of a local skills cluster system intended to:

- Help schools and colleges to improve their careers and enterprise activities and to engage with the world of work
- Make it easier for employers and the self-employed to engage with schools and colleges
- Focus efforts on programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people
- Brokering enquires to relevant providers and programmes and to engage more stakeholders in skills and training development
- Relationship manage a range of employers and schools engaged in operational delivery
- Support the development and promotion of independent careers education, information, advice and guidance aimed at Oxfordshire's economic requirements
- Act as an Enterprise Co-ordinator for the Careers Enterprise Company Enterprise Adviser Network. Enterprise co-ordinators work with schools and colleges and their Enterprise Advisers to conduct an initial diagnostic of their careers and enterprise strategy, and will support the Enterprise Adviser in further developing and optimising this strategy
- Collect, process and input data into the team's information management/ filing systems and databases (e.g. relevant finance and client relationship management (CRM) systems) ensuring accuracy, confidentiality and security of data and compliance with programme and statutory requirements
- To support the OxLEP communications team to ensure the promotion of OxLEP Skills on line messaging through continual use of social media, promoting news stories, best practice and other information of interest appropriate for employers, parents and young people
- Support the skills hub to ensure the best local careers and enterprise provision is made available to schools and colleges by brokering to existing provision. The Hub will help stimulate more provision where necessary by working closely with local employers, and with the central team at The Careers & Enterprise Company.
- The role will involve regular contact with senior people across a wide range of partners including:
 - Schools and colleges and employers/the self-employed
 - Local, regional and national skills organisations and education/training providers
 - Business representative organisations and third sector partners
 - The Careers & Enterprise Company
- Keep up to date on national and local policies for skills related areas
- Use of individual specialist skills to support the team priorities such as marketing and communications, contract management or careers guidance

Relationships:

The post holder will be expected to build positive and effective working relationships with the following staff and stakeholders:

- OxLEP management and staff
- Oxfordshire Skills Board
- School senior management and staff
- The Careers & Enterprise Company
- Employers
- Central and local government departments/ representatives

OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

SELECTION CRITERIA

Essential Knowledge	<p>Educated to minimum of GCSE Grade C (Level 4) with evidence of on-going professional development</p> <p>Up to date knowledge of Government policy for Apprenticeships, Traineeships, Careers Education, Information Advice and Guidance, and Enterprise education</p>
Specialist Experience	<p>Experience of managing multiple projects to set deadlines with high delivery success rate</p> <p>Experience in establishing personal credibility when dealing with colleagues, senior managers and external stakeholders</p> <p>Experience of supporting multi-stakeholder partnerships that support skills development including those that connect employers and education</p>
Essential skills	<p>Ability to motivate self and the wider virtual team and to prioritise and act decisively</p> <p>Customer focussed and outcome orientated</p> <p>Able to provide professional advice to guide and influence decision making</p> <p>Experience of ICT systems, particularly Microsoft Office packages to include Word, Excel and PowerPoint and CRM systems that support skills activities</p>
Personal Skills	<p>Excellent interpersonal skills that can be used to engage with a wide range of audiences</p> <p>Strong analytical, information and problem-solving skills</p> <p>Communicates orally in a clear, fluent, concise and appropriate way, which holds people's attention both in groups and in one-to-one situations</p> <p>Makes firm and well-considered decisions about ideas and courses of action within realistic timescales</p> <p>Displays independence of thought and action without overstepping agreed boundaries</p> <p>Excellent facilitation and negotiation skills and experience of consensus building</p> <p>High standards of integrity, honesty and professionalism</p> <p>Committed to acting corporately and collaboratively – inside and outside the organisation</p> <p>Ability to give advice and guidance to help develop the knowledge and skills of team members</p>

	<p>Political awareness</p> <p>Ability to work effectively under pressure, meet deadlines and targets</p> <p>Pursue diversity policies that raise awareness of the issues and tackle barriers to an inclusive way of working</p> <p>Make decisions that are in the interest of the organisation and achieve optimum results</p> <p>Facilitate the effective delivery of actions and plans by communicating with enthusiasm and turning aims into achievable goals</p>
Other requirements	<p>Valid driving licence and own transport, or can provide alternative, suitable method of travel.</p> <p>Work outside of standard hours including evenings and weekends may be required from time to time including attendance at meetings and events.</p> <p>Candidates must meet criteria to pass enhanced DBS checks</p>

<p>Employment package</p> <p>Salary £34,000 - £36,000 per annum depending on experience</p> <p>28 days annual leave per annum</p> <p>Flexi time policy</p> <p>Generous contributory pension scheme</p> <p>The position is offered on full time fixed contract to 31 March 2020 with potential to extend, subject to confirmation of funding</p> <p>If you would like to arrange an appointment for an informal discussion about this role please call 0345 241 1196 and select Corporate Services at the prompt.</p> <p>To apply for this position please send your CV and a covering letter (max 4 pages) outlining your experience against the person specification above to:</p> <p>Recruitment Team, OxLEP, Jericho Building, Activate Learning - Oxford, Oxpens Road, Oxford, OX1 1SA or by email to recruitment@oxfordshirelep.com</p> <p>Closing date for applications is 19th September 2018 at 5pm</p> <p>Interviews will be held in Oxford during w/c 24th September 2018 & 1st October 2018</p>
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