



Head of External Partnerships

<p>What we value at Westminster Adult Education Service</p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential</p> <p>We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs</p>
<p>Our culture</p>	<p>We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect</p>
<p>Portfolio/responsibilities of this role</p>	<ol style="list-style-type: none"> 1. To provide outstanding strategic leadership, working cross-service to develop the Service’s bid management activities, identifying income growth opportunities and winning cross-service bid proposals from alternative funding sources. 2. To secure significant alternative sources of non-government funding and effectively manage the associated contracts and sub-contracted provision, ensuring compliance with the Service’s financial plans and expectations, and providing value for money with a clear risk management strategy. 3. To lead on the development of the Service’s employer partnership strategy including the embedding of a cross-service culture of employer responsiveness. 4. To lead on the Service’s provider partnership management and develop progression pathways for learners into wider FE, HE and alternative provision in line with the Service’s priorities. 5. To keep abreast of government, regulatory body and other funding agency’s developments and ensure that funding and audit requirements are met in relation to subcontracted and other externally funded provision. 6. To effectively and positively raise the profile of the Service across the wider London area. 7. To work with collaboratively with WCC directorates to identify and develop new business opportunities within regeneration and economic development at a local, sub-regional and regional level

	<p>8. To provide strategic and specialist advice to the Principal and Board of Governors and its committees on income generation contractual requirements.</p> <p>9. To lead, contribute and report on relevant strategic, financial and audit review meetings on subcontracted provision.</p> <p>Budget Responsibilities</p> <p>Staffing £75000</p> <p>Procurement £250000</p> <p>Other £Variable</p>
<p>What do we expect this role to achieve?</p>	<p>The success of this role will ensure that:</p> <ol style="list-style-type: none"> 1. New funding opportunities are proactively identified and bids are successfully tendered for within a clear and consistent bid management framework. 2. New income targets are met and the Service rebalances its reliance on government funded income. 3. Management of contracts is robust, audit and regulatory body compliant 4. Strong employer partnerships are developed to support the curriculum growth sectors. 5. The Service's reputation with employers is excellent and enables the service to maximise its potential and income on employment and skills agenda.
<p>Band/Salary range</p>	<p>Band 4, Level 1</p>
<p>Work style</p>	<p>Agile</p>
<p>Your manager & team</p>	<p>Principal and Head of Service</p> <hr/> <p>Number of employees reporting into this role: NA</p>
<p>Experience</p>	<ul style="list-style-type: none"> • Significant experience of procurement, contract and financial management • Demonstrable track record of bidding for and securing funding from a variety of sources. • Experience of meeting the requirements of external funding agencies and other key stakeholders in delivering a service. • Undertaking a leadership role in a post-16 education setting (desirable) • Significant experience of working with and developing positive relationships with a wide range of stakeholders and particularly employers. • Experience of developing and managing innovative initiatives, including new income streams. • Experience of leading in a cross-service role in a comparable organisation. • Experience of establishing and implementing robust business process and procedures.

Skills	<p>The successful candidate will have demonstrable skills and abilities in relation to:</p> <ul style="list-style-type: none"> • Excellent contract and project management skills • Excellent financial and budget management skills • Excellent project management skills • Leadership and People management • Excellent networking and influencing skills • Excellent written, spoken and interpersonal skills, including the ability to negotiate effectively and present to a wide range of audiences. • Good ICT, reporting and analytical skills including but not limited to: Office 365 and associated applications. <hr/> <p>Qualifications:</p> <p>Leadership and management at Level 5 or above</p>
Corporate standards	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the service receive value for money. • Values and behaviours • Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.
Additional leadership values and behaviours for managers	<p>People and Service Management (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> • Driving forward performance - setting high standards, encouraging improvement and supporting the team to achieve. Having regular team meetings and one to one conversations about performance, including difficult ones when necessary. • Developing our people and our partners - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve. • Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the Medium Term Plan • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback. <p>Leadership and Engagement</p>

	<p>Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.</p> <ul style="list-style-type: none">• Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do.• Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward.• Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.• Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.• Being commercial – creating opportunities to generate growth, income and maximise commercial potential.
--	--