

## Job Description

<b>Job Title:</b>	Area Manager
<b>Group:</b>	National Careers Service
<b>Dept/Project/Service:</b>	Careers
<b>Reports to:</b>	National Careers Service Contract Manager
<b>Responsible for:</b>	Careers Advisers; Support staff
<b>Usual office base:</b>	Dependent upon Area
<b>Grade:</b>	Careers Grade 1

### Job Purpose:

To play a key regional role in defining the future, contract applicable, strategic direction.

To realise sub-regional objectives for the service, through effective management of careers advisers operating across community delivery venues as well as supporting a digital offer.

### Job Objectives:

1. Develop sub-regional delivery, implementing EDT's NCS delivery model, supported by pro-active initiatives, based on in-depth understanding and interpretation of customer and business expectations;

2. Promote achievement of objectives through detailed quantitative analysis, against a Balanced Scorecard methodology, incorporating performance, compliance and quality. This analysis will inform performance management at individual level.
3. Directly engage with local partners and stakeholders to ensure efficient and effective team management. Contribute to the implementation of multiagency plans to fit with the career's agenda, specifically working closely with Jobcentre Plus and other local government departments and functions, act as representative for Education Development Trust in the sub region;
4. Develop an area plan to ensure, contract applicable, income targets are achieved and where appropriate, in consultation with the Contract Manager drive commercial growth by securing new and profitable income streams that fit with the organisation's mission and values;
5. Lead, motivate and develop a high performing team of careers adviser to deliver an outstanding careers service offer, encouraging continuous improvement and personal development; communicate agreed strategies, policies and procedures effectively to staff;
6. Manage a workstream-level budget, implementing controls including cost management and functional guidance of personnel to achieve targeted financial contribution; and monthly analysis of financial performance against budget;
7. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training;
8. Through stakeholder relationships, support the organisation's positioning to engage in new opportunities; developing area business growth strategies while maintaining a commercial focus.

## Scope:

The successful candidate must hold a full driving license, have access to a vehicle and be prepared to travel within the region.

**This job description needs to be considered in the context of a developing and evolving area of service delivery and therefore the duties described above will need to be adapted to meet the needs of the project.**

## Person Specification:

### Knowledge

Essential:

- » Educated to degree level or equivalent or have substantial experience in a management role.
- » An understanding of and a commitment to equality of opportunity for all

Desirable

- » Experience of the career guidance sector

### Experience

Essential:

- » Ability to translate national policy direction and strategic objectives into practical local plans and action.
- » Familiarity of agreeing long term plans and utilising strategic management approaches
- » Managing a team of experienced people
- » Experience of managing budgets and finance controls

Desirable

- » Knowledge and experience of implementing quality improvement tools

## Skills

Essential:

- » Strong communication skills at all levels and across disciplines
- » Effective use of management information

**Competency Band:** 2

## Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Excellence</b> – creating and leading success	Considers how their business area compares to stakeholder expectations and industry best practice and identifies improvements to move towards excellence	Is highly motivated and keen to develop others and the business area in which they are working
<b>Integrity</b> – supporting and building trust	Helps to create a positive, open environment in the team and is transparent when communicating, gaining respect of others through words and actions	Commits to building working relationships based on respect and trust and makes decisions in an unbiased way and without prejudice
<b>Accountability</b> – delivering and improving	Adopts consistent processes and standards for managing their own and team performance, giving clear messages about priorities, objectives and expectations	Designs deliverables of high quality that reflect the needs of learners, clients or partner organisations and encourages team to look continually for improvements

<b>Collaboration</b> – engaging and partnering	Clarifies strategies and plans, giving clear sense of direction and purpose for self and team and communicating this to external stakeholders	Recognises scope of own authority for decision making and empowers team members to make decisions
--	---	---

**Job Family:** Manager

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure & Barring Service.***

***Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.***

Version Control	
Version	4.0
Date	May 23
Next review date	May 24
Doc owner	HR



File name:

Version:

Date of issue: