

Job Description

Job title:	Area Manager
Service:	Careers
Reports to:	Assistant Director
Responsible for:	Careers Advisers; Support staff
Usual office base:	Dependent upon Area

Grade: AG2

Job purpose:

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

To realise sub-regional objectives for the, contract applicable, through a team of face to face careers advisers operating within community and employer premises.

Job objectives:

1. Influence the commercial business model for the designated area and region; ensuring the organisation is well positioned to engage in new opportunities; developing area business growth strategies while maintaining a commercial focus;
2. Develop Contracts, using pro-active initiatives, based on in-depth understanding and interpretation of customer and business expectations;
3. Directly engage with local partners and stakeholders to ensure efficient and effective account management; within the all contracts, contribute to the implementation of multiagency plans to fit with the career's agenda, specifically working closely with Jobcentre Plus and Local Enterprise Partnerships, 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 Assistant Director, 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. Budget controls including fixed costs management and functional guidance of personnel to achieve targeted financial contribution;
7. Manage the local Careers Hub and/or delivery environments, ensuring an appropriate and safe working environment for staff and visitors; Liaising with the Strategic Business Improvement Managers to support and guide the team on issues relating to compliance with contractual and statutory obligations, specifically including data management, E&D, H&S and safeguarding;
8. 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

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:

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - 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
Integrity - 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
Accountability - 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
Collaboration - Engaging and Partnering	Clarifies strategies and plans, giving clear sense of direction and purpose for self	Recognises scope of own authority for decision making

	and team and communicating this to external stakeholders	and empowers team members to make decisions
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Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Family: Manager

Version Control

Version	Final
Date	Jan 2019
Next review date	Jan 2020
Doc owner	HR