



JOB DESCRIPTION

Job Title	Skills Broker (Employer Engagement) x 2
Salary Band	£29,000 - £35,000
Reporting To	Team Leader (Skills Brokerage)
Political Restriction	No

1. Primary Purpose of the Post

Growth Platform is seeking enthusiastic, professional business facing individuals to work with Local Growth Hub partners and the Liverpool City Region Combined Authority to deliver a skills brokerage service for local employers. This role will include helping local employers identify their skills needs as part of their plans for growth and access support to meet these needs through apprenticeships, skills for growth funding and other services.

Growth Platform has been established by the Liverpool City Region LEP and the Combined Authority to simplify and strengthen the City Region’s business support landscape and help deliver the City Region’s business growth and investment priorities, working in partnership with business, government departments, our Local Authorities, Chambers, Universities, Colleges and Third sector partners.

Growth Platform activity includes:

- a coordinated investment service into the City Region to promote the City Region’s assets and capabilities, to manage and deliver international trade and investment campaigns in partnership with business, education and Local Authorities;
- a raft of sector initiatives to support, strengthen and promote city region key sector specialisms and expertise and further grow our visitor economy;
- an enhanced Local Growth Hub service for local businesses to get the support they need to start, survive and scale up;
- programmes with schools, colleges and universities to improve the transition between education and employment in the City Region to retain and enhance our talent base;

Team members should be self-starting, collaborative and ambitious, offer fresh ideas, and who demonstrate a commitment to evidence-based policymaking and investment, and a determination to deliver for the people of the Liverpool City Region.

These posts are fixed term and funded by European Social Investment Funds.

2. Key Role Specific Responsibilities

The following is not a comprehensive list of all tasks, which may be required of the post holder:

- To work alongside Growth Platform colleagues to identify businesses with skills needs and broker them into appropriate apprenticeship and training support ensuring compliance with funding body performance management arrangements
- To increase the number and range of employers who engage with and offer apprenticeships across the Liverpool City Region, supporting the delivery of programme growth
- To support individual employers to understand their current and future skills needs through the provision of bespoke organisational needs analysis; supporting the development of a training plan and facilitating skills solutions that support the wider growth plan of the business
- Work through Growth Platform and its local partners to directly target and support employers across the City Region, through an account management approach, providing high-quality impartial information, advice and guidance on apprenticeships, wider skills and the apprenticeship levy
- Help employers to select the most appropriate training providers for the training they require through offering objective information and provider options in conjunction with the Growth Platform
- To support colleagues in the Skills Brokerage team and across Growth Platform and its local partners to provide an integrated business support service to employers.
- To ensure that Growth Platform's and the Combined Authority's commitment to equal opportunities and inclusion is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

3. General Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Growth Platform who have commissioned this service, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Growth Platform's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

SERVICE AREA: Growth Platform – Talent Stream
Skills Brokerage Team

JOB TITLE: Skills Broker

SALARY: £29,000 to £35,000pa pro rata

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	<ol style="list-style-type: none"> 1. Qualified to Level 3 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable). 2. Evidence and commitment to continuous personal and professional development. 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
Experience & Knowledge	<ol style="list-style-type: none"> 3. Excellent knowledge and understanding of apprenticeships and other education and skills programmes 4. Good working knowledge of local and national skills and employment policy, funding and the benefits of learning. * 5. Experience of delivering apprenticeship-related advice, guidance and support programmes for employers* 6. Experience of building and maintaining effective working relationships with a range of key stakeholders. * 7. Experience of maintaining accurate records and information 	<p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p>
Skills/Abilities	<ol style="list-style-type: none"> 8. Excellent interpersonal skills and a proven ability to work across partner organisations and work strategically to achieve outcomes. * 	<p style="text-align: center;">A, I</p>

	CRITERIA	METHODS OF ASSESSMENT
	9. Demonstrable impact of effective stakeholder engagement. 10. High level of communication skills – written, oral and presentational. * 11. Ability to manage a complex workload with competing demands. 12. Ability to interpret data and make recommendations for action	A,I A,I A,I A,I
Commitment	13. An understanding of and a personal commitment to the Vision and Aims of both Growth Platform and Liverpool City Region Combined Authority. 14. Commitment to and understanding of equal opportunities and inclusion.	A,I A,I
Other	15. Flexible approach to working hours and willingness to work flexibly as and when required. 16. Ability to attend meetings inside and outside the City Region.	A,I A,I

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment