

Job Title: Director of Education, Skills and Young People

Post Number:

Service / Section: Chief Executive's

Grade: LGA 3

Overall Job Purpose:

As a member of the Senior Leadership Team (SLT), the post holder will support the Council's key service delivery, modernisation, and organisational development transformation programmes within the identified service areas.

This will be achieved by effective, proactive collaboration with other Government organisations, public, private and community partners nationally, regionally and locally which will be critical to ensure that service needs are met, whilst protecting the Island's profile and reputation.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

1. Corporate Leadership

Lead on championing children's rights and coordinate arrangements to improve young people's skills, well-being and resilience.

Provide strategic leadership, guidance and professional advice on strategic and operational issues, striving for organisational excellence.

Work as a member of the SLT to ensure that Corporate leadership is effective and that legal, finance and human resource services are aligned to the standards of the Welsh and UK regulatory bodies

As a member of the SLT develop a robust cost effective corporate management plan that meets the needs of the communities and citizens on Anglesey.

Develop a robust and fit for purpose strategy to address educational performance, education modernisation and digitalisation, welsh language development, young people's skills development and overall resilience.

Lead on establishing a strong working relationships with other educational providers – early years, further and higher education, training providers.

Provide strategic direction for the Authority's Library, Oriel and Archive functions.

Ensure that functional services are aligned to the corporate plan and contribute effectively to the education strategic plan;

Ensure the appropriate Leadership for management teams and provide a strategic approach to positive educational outcomes.

Contribute, as a member of SLT, to the development of Safer Communities strategy.

Support the integration of diverse functions within the Council and contribute towards strategic planning across range of services.

Work with the SLT to develop an appropriate performance management process that ensures that services are delivered in line with local, regional and national standards and aids the overall effectiveness of the Council, inform decision making and improvement programmes

Continually review, develop and implement service delivery to enable standards to improve.

2. Place Shaping and Climate Change

As a member of the SLT contribute to developing a place shaping vision that works for the Island.

Support with the Council's efforts to become a carbon neutral organisation by 2030.

3. People and Change

Lead, motivate and mentor senior managers within the Service so that they demonstrate core corporate values and deliver excellent standards of performance.

Provide strategic vision to ensure high levels of performance, setting clear direction and fostering a culture of collaboration and excellence.

To mentor and continually develop a high performing team of Heads of Service with key performance indicators that hold relevant teams to account in terms of delivery.

Ensuring that staff are empowered and held to account in relation to compliance and the pace of which they deliver improvement, to enable any required modernisation.

Model the behaviours required to motivate the staff to realise the organisational vision for Anglesey.

Lead on challenging and highly complex issues requiring significant interpretation or extension of existing policy across more than one service.

In dealing with challenges and highly complex situations, which may have uncertain outcomes, initiate new policies which may impact on the service / organisation.

Drive the corporate Education modernisation strategy and change management programme within the Service.

4. Political and Democratic Management

Ensure that Elected Members have access to the best, up-to-date professional advice and information on all aspects of Education, skills and pupil resilience and keep members advised of the risks across all aspects of social services.

Brief the Leader and Portfolio Holder on high-profile cases and other matters likely to cause public concern.

Ensure that elected members are well-informed about standards, school performance and school modernisation.

5. Stakeholder Engagement

Act as a lead ambassador for the Council, representing and promoting the Authority at local, regional and national levels, raising the profile of the Island and sharing best practice from a range of sources to influence national policy making.

Work with a range of partners to ensure that skills development is effective at all levels e.g. pre-school; school, college, university and training providers.

Work with all agencies, including Town and Community Councils, to improve young-people's well-being and personal resilience.

Responsibility for integration of diverse functions and or services within the Council and associated organisations or partnerships.

Manage the interface between Elected Members and officers in order to promote and maintain essential partnership working / establish appropriate Member/Officer processes.

6. Compliance

Work with the Safeguarding Children's Board to ensure that all responsibilities and expectations are met in full.

Contribute to Safer Communities developments.

To effectively engage across all service delivery functions to ensure there are robust processes in place and full compliance to agree and meet financial and activity targets for the current year and outline for future years.

All duties and responsibilities should be carried out in accordance with Council policies and procedures, in particular those on equality and diversity, GDPR, and health and safety

Support the implementation of the Corporate Health & Safety Policy.

7. Continuous Improvement

Work as a member of the SLT to develop a learning culture that encourages the use of initiative, individual and team responsibility, ownership, open communication and positive contribution to the organisation and its partners

Ensure that intelligent accountability underpins service challenge, that there is proper identification of risks and the activities to mitigate them and that there is robust and effective financial management at corporate and service level to improve the Council's reputation and good name.

Person Specification:

**Essential (E)
Desirable (D)**

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

1. Educated to degree level, or equivalent.
2. A relevant post-graduate or professional qualification in Education.

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D**

Key Competence Requirements

Job related knowledge:

3. Essential knowledge/experience critical for effective performance
4. In depth diverse expertise together with significant senior management experience in a large complex public sector organisation or similar.
5. A record of achievement in developing and delivering corporate objectives and plans.
6. Detailed understanding of public sector working, government priorities and policies.
7. Expertise in leading successful large scale change programmes.
8. Success in developing working relationships and partnerships to deliver services.
9. Significant experience of resource management (people, finance, physical resources).
10. Experience of cross cutting corporate project management.

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Specific skills:

11. Strategic leadership ability, motivating a diverse workforce.
12. Significant communication skills, particularly in motivating, negotiating and persuading others, including partner organisations.
13. Well-developed political acumen and sensitivity.
14. Adaptability and flexibility in delivering corporate and operations results in a changing environment.
15. Significant ability to analyse complex information, situations and issues, deploy highly developed problem solving skills and make high impact decisions.

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Behavioural Competencies

1. Community and Partnerships

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This cluster is about outcomes for Anglesey's communities. This means leaders look beyond team or organisational boundaries to work across Anglesey, focusing on how

to best and most efficiently meet citizen and community needs. It will support Anglesey's leaders to forge effective partnerships, build relationships with and empower the community to make effective and innovative choices that genuinely focus on local needs.

2. Passion for Citizens

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This behaviour is about a continual focus on citizens/customers. It involves engaging with customers/citizens, empowering them to make informed choices that help shape services around them.

3. Partnerships

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This behaviour is about working in partnership across the public, private and community sectors, enabling others to work together effectively, regardless of internal or organisational boundaries, to deliver the best results for citizens.

4. Delivering Results

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This cluster is about pro-actively delivering results for Anglesey. Leaders with this drive set the pace and follow through to deliver outcomes. It's about having the confidence and entrepreneurial flair to challenge the status quo, transform the way Anglesey does business and continually improve performance. It includes the ability to be clear about what is required and the resilience and confidence to challenge constructively when standards are not being met, or to take hard decisions with empathy and integrity when they are needed in order to constantly improve outcomes for the community. It will support Anglesey's leaders to set the pace for delivery and continually raise the bar, building a high performance culture.

5. Entrepreneurial Drive

E

This behaviour is about having the pace, persistence and drive to continually identify and deliver improvement.

6. Holding People to Account

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This behaviour is about ensuring others know what is expected of them and take accountability for both delivering results and acting in line with Anglesey's core values.

7. Strategic Outlook

E

This cluster is about having the intellectual capacity, mental agility and breadth of perspective to understand and cut through the complexities of the Anglesey context to create clear direction and drive innovation. It will support Anglesey's leaders to deal with ambiguity and shape and manage a complex, dynamic environment strategically.

8. Contextual Awareness

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This behaviour is about understanding a complex cultural, political and stakeholder context and the ability to spot opportunities and decide on the best approach within this.

9. Strategic Thinking

This behaviour is about the ability to think conceptually and to simplify complexity to create clarity, provide direction and focus for Anglesey.

10. Motivating others

This cluster is about motivating, inspiring and supporting others in order to deliver Anglesey's vision. It recognises that leaders at Anglesey need to empower and deliver through others both internally and externally. It includes the ability to understand and manage their own reactions and energy in order to build resilience and credibility. It will help build engagement and commitment from colleagues and enable stakeholders to deliver results for Anglesey's communities. It is particularly important in the current context of delivering transformational change.

11. Leadership

This behaviour is about enabling others to enable them to deliver Anglesey's aspirations to the best of their abilities providing direction, support an empowering climate and a vision they can engage with.

12. Building Support

This behaviour is about engaging with others, communicating with impact and skilfully influencing to build support.

13. Self Management

This behaviour is about understanding and managing yourself to manage your impact and resilience for the long term.

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Position in the Organisation:

Reports to:

Deputy Chief Executive

Staff Supervised:

**Senior Manager (Secondary Sector)
Senior Manager (Primary Sector)
Senior Manager Welfare
Business and Performance Manager**

Working Arrangements and Conditions:

Working Week:

Any 5 out of 7 Monday – Sunday

Identified Work Base:

Anglesey

Contracted Hours:

As required by the job, minimum of 37 hours per week, including ability to work evenings and weekends

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular

expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: April 2022