



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Higher Level Skills Manager, Go Higher West Yorkshire



Salary: Grade 7 (£33,797– £40,322 p.a.)

Reference: SESAR1236

Fixed-term until 30 September 2021 due to external funding

We will consider job share and flexible working arrangements



Higher Level Skills Manager Go Higher West Yorkshire

Are you passionate and knowledgeable about supporting the development of higher level skills provision, and progression routes in to this? Do you have excellent negotiation and influencing skills? Are you experienced in working directly with employers to support their skills needs?

Go Higher West Yorkshire (GHWY) is a partnership representing 13 HE providers: Bradford College, the University of Bradford, Calderdale College, the University of Huddersfield, Kirklees College, the University of Leeds, Leeds Arts University, Leeds Beckett University, Leeds College of Building, Leeds City College, Leeds College of Music, Leeds Trinity University and Wakefield College. The team is based at the University of Leeds.

The purpose of the role is to enable partnership working between the GHWY members, in the area of higher level skills. The role will be pivotal in working with higher level skills providers and institutions predominantly in West Yorkshire to ensure the successful delivery of Let's Talk Real Skills, and will provide effective project management across partner organisations. A key success of this position would see the successful engagement of GHWY university partners in the project's Collaborative Learning Sets and Collaborative Partnerships thus ensuring progression routes and higher level skills are a key component of the design of bespoke skills solutions for employers. The role holder will also have specific and challenging targets to meet around employers undertaking skills plans and completing relevant projects, as well as the number of individual participants in activity.

What does the role entail?

As a Higher Level Skills Manager for GHWY, your main duties will include:

- Leading and managing meetings of the Go Higher Skills Group (GHSK) bringing together members from across the partnership, the LEP and other relevant stakeholders as required, including facilitating member engagement in the group;
- Facilitating Higher Level Skills project work as required by GHWY partners, e.g. supporting successful graduate outcomes for those from under-represented groups;



- Developing academic contacts within GHWY partners and understand their specialisms, to support the development of higher and degree apprenticeships, new curriculum and course content to meet employer skills needs. Keeping Leeds City Region HE Providers apprised of project developments and requirements;
- Bringing partners together to ensure that progression is possible from lower levels through to higher and degree apprenticeships;
- Supporting eligible businesses – identified by GHWY partners – to join Collaborative Partnerships;
- Designing and managing initiatives to improve employer engagement, including the analysis and evaluation of Skill Set Data and Labour Market Information;
- Supporting the inclusion of higher level skills in the design of bespoke skills solutions for employers. This includes:
 - Undertaking Skills Plans with employers;
 - Working collaboratively with WYCC Sector Leads and WYCC Project Team to design specific bespoke skill solutions not currently in existence;
 - Working effectively with stakeholders and intermediaries to ensure the co-delivery of complementary skills solutions;
 - Ensuring effective management of higher level skills in Collaborative Learning Sets;
 - Ensuring intel from employers and the project is used to inform course content;
 - Packaging of skills solutions;
- Managing key innovations in line with objectives to help cultivate a culture of empowerment, efficiency and accountability;
- Supporting and managing the development, delivery and evaluation of key activities for the project, resulting in improved organisational performance;
- Using business insights, data and feedback to advise, guide and share best practice approaches;
- Management of the Skills section of the GHWY website. This includes providing technical support to manage the partnerships within the Collaborative sets e.g. social media and websites;
- Represent GHWY at relevant events, meetings and networking opportunities in order to enhance GHWY's reputation or understand and learn about relevant projects/work in the region to facilitate GHWY's involvement;



- Monitoring and evaluating the effectiveness of work, including producing detailed regular monitor / progress reports (including performance against targets) to ensure GHWY and WYCC are kept updated on performance.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Higher Level Skills Manager for GHWY you will have:

- A degree or equivalent work experience;
- A strong track record of partnership working in a leadership capacity, with excellent team-working skills;
- Excellent communication skills both verbally and in writing, including excellent networking ability;
- A good working knowledge of apprenticeships and enabling progression through different levels;
- Excellent knowledge of the local skills agenda in Leeds City Region, including an understanding of engaging with businesses and employers and using data (such as management information and LMI) to inform decisions and meet skills needs;
- Strong organisational and project management skills;
- Excellent negotiation and influencing skills;
- Experience of successfully working in a highly target-driven environment;
- Ability to develop and implement a successful web and social media strategy to engage stakeholders;
- Experience of working in a higher or further education environment;
- The ability to work on a flexible basis, including occasional evening/weekend work as required, and to travel efficiently to various locations across West Yorkshire and beyond.

You may also have:

- Previous experience of working in a grant-funded environment, preferably funding via the European Union, with strong reporting experience on externally-funded projects;
- Experience of working with academics in higher education.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Helen Sykes, GHWY Manager

Tel: +44 (0)7834 808302

Email: h.v.sykes@adm.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. **Any offer of appointment will be in accordance with our Criminal Records policy.** You can find out more about required checks and declarations in our [Criminal Records](#) information page.

