# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title:** Workforce Employability Manager

**Responsible to:** Head of OD, Learning and Education

**Department:** Organisational Development, Learning & Education

**Job Reference:** BN-AS-24-04

**2. JOB PURPOSE**

 The post will focus on supporting delivery of workforce employability activity across NHSFV with specific focus on areas of work aligned to the Widening Access to Employment, Workforce Strategy and plans as well as links to national strategy such as Developing the Young Workforce, the Young Persons Guarantee and other Scottish Government employability related strategies and delivery plans, e.g No one left behind Child Poverty Action Plan. The postholder will support the development and implementation of a range of employability initiatives to ensure NHSFV employability and workforce related strategies and workforce plan objectives are met. Key areas of work will include:

* Managing operational activity with the NHS FV Employability Programme and Apprenticeship Programmes
* Supporting the development and implementation of the revised NHSFV jobs and careers awareness programme
* Provide support and specialist advice to NHSFV managers and external agencies to enable the development and implementation of NHSFV employability initiatives across all services and sites.
* The post will involve working closely with our Anchor Group and partner organisations.

**3. KEY DUTIES**

**MAIN DUTIES & RESPONSIBILITIES**

Workstreams are guided by the key NHSFV strategies including the Widening Access to Employment, Workforce Plans and Workforce Strategy and include the following areas:

**Employability Initiatives**

1. Plan and implement pre-employment programmes aligned to entry level vacancies and oversee the operational activity of these initiatives.
2. Provide specialist advice and guidance to line managers on a range of employability and workforce diversity issues.
3. Build capacity within the organisation, based on best practice and innovative processes, to increase recruitment from a diverse population with an emphasis on under-represented groups.
4. Develop and implement awareness raising/training for unemployed people, partner agencies, employment advisers and NHS staff on key issues around employability and NHS job opportunities and career pathways.
5. To research and provide specialist advice on employability issues and associated legislation and national policy to senior and other managers
6. To coordinate the design and oversee operational delivery of employability initiatives, in partnership with service managers and external partners, in line with the Board’s objectives, commitments to employability and the Workforce Plan
7. To support all operational activity in Employability Service initiatives
8. Develop and maintain excellent working relationships with NHSFV colleagues at all levels and across all Services to encourage participation in employability initiatives.
9. Influence, motivate and negotiate with senior managers, professional leads and operational managers to secure successful engagement, dealing effectively with reluctance to change.

**Apprenticeship Programme**

1. To manage all operational activity within the NHSFV Modern Apprenticeship Programme working closely with partner organisations.
2. Oversee the operational aspects of relationship with external training providers.
3. To provide Human Resources support and specialist advice to managers that enables the development and expansion of the Apprenticeship Programme
4. To develop and implement guidance for managers on the Apprenticeship Programme across a range of formats.
5. To develop training and awareness materials for use in manager development sessions for managers, awareness sessions for Human Resources practitioners and when working with partner agencies
6. To act as a point of contact for apprentices, mentors, managers and service leads for advice, support and guidance.
7. Liaison with external partners to promote and develop apprenticeship opportunities.
8. Planning and coordination of Apprenticeship Programme events

**Research**

1. Gather and analyse information from a variety of sources on workforce availability, competences and future workforce trends so that recruitment directorate can adjust its policy and operations to respond to the needs of the organisation in line with the availability of a pool of suitable recruits.
2. Production of reports, briefings and updates on all aspects of NHSFV employability activity based on a range of information sources, for internal and external consumption.
3. Provide assurance via regular updates and data analysis to HRSLT, Staff Governance and Area Partnership Forum.
4. Collate, interpret and analyse data as required for reporting purposes and informing development and evaluation of employability initiatives.

**Other Duties**

1. Work closely with other Human Resources colleagues/teams to develop and support effective employability service initiatives.
2. To explore and secure sources of funding relevant to employability initiatives and negotiate with partners around this.

**Responsibilities**

* **Policy and Service**

**There is a responsibility to:**

**Standard to Job Description:**

Comply with the relevant policies and procedures and as requested, comment on policies, procedures or potential service developments relating to the area of activity.

* **Finance and Physical Assets**

**There is a responsibility to:**

**Standard to Job Description:**

Monitor stock levels and report the requirement for replacement equipment to ensure that the necessary resources are available within the area. Be familiar with the use, storage and maintenance of all equipment used within the area of work and ensure standards of Infection Control and Health and Safety are maintained.

* **Staff Management/Supervision, Human Resources, Leadership and/or Training**

**There is a responsibility to:**

1. **COMMUNICATIONS & RELATIONSHIPS**

The postholder will be expected to communicate and build relationships at a managerial and operational level. The postholder will work closely with partner organisations in employability arena and educational institutions, as well as HR, organisational development and learning & education functions within NHS Forth Valley.

A high standard of communication and interpersonal skills will be required to develop and maintain effective working relationships particularly in work areas where there are competing demands and priorities, and especially when working with external partner agencies. This will involve the ability to persuade and negotiate with those reluctant to engage with the work of the employability initiatives.

The post holder will be required to communicate at a range of levels within the NHS and external organisations.

The postholder is also required to prepare and deliver formal presentations.

Key relationships will include (not an exhaustive list):

***Internal Departments/Staff***

HR

Recruitment

Workforce Planning & Information Team

Organisational Development, Learning & Education

Acute & HSCP Service Managers

Apprentices, managers and mentors

***External Agencies/Partners***

Scottish Government Health Workforce Directorate

Scottish Government Young Persons Guarantee Team

Local Employability Partners

Skills Development Scotland

Department of Work and Pensions

Developing the Young Workforce Regional Groups

Training Providers

Other Scotland Territorial and Special Health Boards

NHS Education for Scotland

Scotland Employability & Apprenticeships Network

Forth Valley College

NHS Scotland Youth Academy

Project Search

SERCO

* **Information Resources**

**There is a responsibility to:**

Be proficient in the use of the following software:

Microsoft Office/365 (Outlook, Word, PowerPoint, Excel)

MS Teams

Internet Explorer

TURAS

e:ESS

* **Analytical and Judgements**

**There is a requirement to:**

The postholder is expected to plan and prioritise workload in line with the workplan agreed with their line manager. On a day-to-day basis the post holder is required to operate autonomously including the management of own workload and provision of professional advice to NHS colleagues, other key agencies, partners and stakeholders. An annual programme of work will be agreed with regular reviews between which times the postholder is expected to apply a high degree of self-direction and apply initiative.

The postholder is expected to manage the Apprenticeship Programme on a day-to-day basis, especially the operational issues and relationship with the external training provider, apprentices, managers and mentors.

The post holder is expected to support the development of training for unemployed people with barriers to employment and work in partnership with other organisations as required.

**Effort and Environment**

**Skills**

**Physical**

* Requirement to use VDU / Keyboard for most of the day when office based
* Transportation of IT and careers equipment when attending events/training sessions

**Mental**

Concentration is required when:

#### Producing reports

* Delivering training sessions
* Supporting engagement events and awareness sessions in the community

The postholder will be expected to analyse, interpret and present complex information using workforce data.

There is also a need to handle conflicting priorities and emerging situations and manage workload to meet organisational deadlines.

**Emotional**

* Ability to handle conflicting priorities
* The postholder will require to manage competing demands on time and resources
* Dealing with HR issues among the apprenticeship workforce (occasionally)
* Ability to adapt quickly to changing timescales, unforeseen delays and quickly emerging situations

**4. FREEDOM TO ACT WITHIN THE JOB**

The postholder is expected to work on their own initiative and is required to be self-directed in planning, organising and leading on strategic areas of work.

The postholder takes decisions and initiates actions to take forward all the key result areas.

There will be regular informal discussions and reviews of work with the Line Manager and more formally on an annual basis as part of the Personal Development Planning Review process when expectations and objectives will be discussed and agreed.

There is a requirement to take ownership of personal development and taking part in ongoing training and those deemed mandatory by the Organisation.

**5. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**Experience**

* Significant experience at practitioner level with evidence of designing, delivering and evaluating employability programmes.
* High level leadership, project management, influencing, problem solving, presentation skills demonstrating an ability to work confidently with directors, managers and staff at all levels.

**Qualifications & Training**

* Educated to Degree Level or equivalent SCQF Level
* Relevant Post Graduate Qualification to Masters Level e.g. MBA, MSc in Human Resources/Learning/OD or equivalent e.g. high level expertise and specialist knowledge in one or more subject areas.

**6. DEPARTMENT ORGANISATION CHART**

Head of Organisational Development

Employability Manager