

**Job Information Pack for**

**Integrated Knowledge Systems Manager**

Thank you for showing an interest in working for Capital City Partnership. Please find below the following documents for this post.

* Job Description and Person Specification
* Employee Benefits

We require you to complete the separately attached CCP Application form (including monitoring form) and return it to rona.hunter@capitalcitypartnership.org by **noon Friday 31st January 2020**.

Please note applications received after this time and date will not be accepted

Applications submitted will be acknowledged. If you are invited to an interview, you will be notified in writing with at least 5 days’ notice of the arrangement.

All interviewed applicants will be notified of the outcome. If you are not invited to interview and do not hear from us within six weeks of applying, then you have been unsuccessful.

Formal confirmation of a job offer is subject to many checks; including two employer references, proof of qualifications, and right to work in the UK.

A three-month probationary period will form part of the job offer.

**Please note we welcome secondment opportunities for this regional opportunity**

**Closing Date: Noon Friday 31st January 2020**

**Job Description**

**TITLE: Integrated Knowledge Systems Manager**

**STARTING SALARY RANGE: £37,590 – £41,081**

**DURATION: Two-year fixed term contract (will likely extend pending review point)**

**RESPONSIBLE TO: Chief Executive Officer of Capital City Partnership**

**Organisation Details**

Capital City Partnership (CCP) is an arm’s length company of the City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures.

It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise;

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding
* The provision of policy advice, research and development support (including secretariat functions) to the city’s Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership
* Increasingly, provision of support to the Edinburgh and South East Scotland City Region Deal skills programme

**JOB PURPOSE**

The Edinburgh and South East Scotland City Region Deal have a skills element called the Integrated Regional and Employability Skills (IRES). There are seven themes under this

1. Labour Market Analysis
2. Integrated Knowledge Systems
3. Intensive Family Support
4. Data and Digital Innovation Gateway
5. Housing and Construction Gateway
6. Integrated Employer Engagement
7. Workforce Mobility

This post has been funded to lead the Integrated Knowledge Systems theme but will also be required to link into the other City Region themes where relevant.

The Edinburgh and South East Scotland is a change fund, to bring better regional alignment and facility change on how we work together and make better use of opportunities and economic growth.

This approach is about enabling existing employability and related services to work better collectively and bring about genuine, joined up and sustainable integration. It requires significant regional partnership working to be at the heart of all approaches.

We are looking for an enthusiastic manager who is capable of good leadership and relationship building as this is a change management project, although an understanding of technical data compliance is welcome too.

The Integrated Knowledge Systems Manager will be responsible for the following main areas:

* To support the movement of the six local authorities under the IRES programme to migrate to one universal skills and employability client tracking system, managing the specification for commissioning a system and all data migration and transfer. Current systems used regionally include Caselink, FORT and Hanlon;
* To work with the wider stakeholders in the IRES programme (Universities and Colleges et al) to create a common data language understanding around skills and employability, encouraging other systems to adopt this when upgrades or opportunities occur. We anticipate the current Scottish Government transfer from the Strategic Skills Pipeline to the No One Left Behind model will form the cornerstone of data language and links to this will are already established;
* To work in partnership with the Integrated Employer Engagement Manager to develop and commission an approach to talent bank systems and capturing employer engagement offers under community benefits. Pilot projects around this have been commissioned and will commence in early 2020;
* Ensure that early developments under the Integrated Knowledge Systems project take sight of the later phase data development stages from 2022 onwards where all data across several systems will be captured and analysed for intelligence;
* Support the concept of data citizenship and the role of the individual and how their data is captured and used, including their rights and GDPR requirements;
* Co-ordination of a quarterly steering group consisting of key partners and stakeholders to help guide the overall strategic vision of the theme;
* To provide project management including managing a budget of £250,000 per annum, producing timelines and implementation plans, and conducting on-going evaluation;
* Managing a team of two project officers for an initial two years to bring about sustainable change and adapt and influence current services with a regional set of standards;
* To support the Integrated Employer Engagement Manager with the creation of a regional Information platform (website) as a support resource on better working together, including linking to the Integrated Knowledge Systems talent bank for recruitment;
* To produce on-going regional learning events and good practice recommendations for sustainability for consideration at the IRES board.

Supervision and Management

Direct line management responsibility for a project team of two officers. The post holder may work with minimal supervision and will be responsible to the Chief Executive Officer of CCP as their direct line manager.

# Creativity and Innovation

The post will require creativity in solving a range of project management challenges, including being able to contribute and participate in strategic vision and future policy setting.

# Contacts and Relationships

The post will have a range of contacts, both internal and external, mostly at a senior level - reflecting the varied nature and diversity of this project. Strong regional partnership working is essential to the success of the project aims.

Decisions

The post will make a range of proposals and decisions relating to the management of the overall project, including budget management of approximately £1,500,000. The post will ensure relevant legislation, regulations, policies, procedures and other relevant conditions are applied appropriately.

Resources

The post will be responsible for managing an office-based team and a central based office will be provided for this with all standard office functions. Due to the nature of the project, working peripatetically across the regions as the project develops is a definite. A budget is available to accommodate this.

**Person Specification**

**KNOWLEDGE AND SKILLS**

Essential

* Two years minimum recent senior manager experience of working within the employability sector or client tracking data management, or related fields such a community planning, business management, education or third sector working.
* Understanding of the barriers to employment many disadvantaged residents face and the different systems they will interact with on their journey;
* Experience of senior project management, including developing and overseeing implementation plans, budget management, managing milestones and deadlines;
* Experience of managing personnel at an officer level; including developing workplans, setting targets, and monitoring outcomes;
* Ability to demonstrate an appropriate level of leadership to bring together stakeholders and service providers to facilitate change;
* Ability to further develop a network of regional contacts and relationships to work effectively within a cross-partnership setting;
* Excellent presentation, verbal and written communication skills, including report writing for a senior audience;
* Direct experience of client tracking systems;
* Understanding of employability drivers at a local and national level, including the No One Left Behind and Fair Work Agenda;
* Understanding of the Edinburgh and South East Scotland City Regional Deal and wider opportunities;
* Understanding of the Integrated Regional Employability Skills element of the City Regional Deal;
* Meticulous approach to record keeping and recording of information;
* Confident in the use of a wide range of software packages, including MS Office;
* A clean driving license;

Desirable

* Understanding of media skills and developing web-based systems;
* Experience of regional partnership working;
* Experience of Open Data frameworks;

**Please note we welcome secondments for this opportunity.**

**Employee Benefits**

**EMPLOYEE BENEFITS**

Your workplace will be The Capital City Partnership Offices at 165a Leith Walk Edinburgh.

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOIL system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 30 days. The Capital City Partnership’s leave year runs from 1st April to 31st March.

The Capital City Partnership premises is a no-smoking area.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are available on request.

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.