

**Job Description****Regeneration Services**

Post Title	Team Leader – (STEM Facilitation)		
Post Number	BG10711	Grade	Scale 9
Base	School/Home	Hours of Work	37
Car User Allowance	Casual	Disclosure	No
Contact	Bethan McPherson 07968 243139	Updated	January 2021

Principal Job Purpose

Responsible to: Team Manager

Team Leader Responsibility :

Managing a team in developing and delivering a range of activity to stimulate and support sustainable Regeneration activity within Blaenau Gwent.

Particular responsibility for:

Delivery of the STEM Facilitation Project.

Establishing a co-ordinated and innovative programme of support, centred on “industry in schools, STEM facilitation” within Blaenau Gwent based schools, inspiring, raising aspiration and preparing pupils for their journey into the world of work.

Principal Accountabilities

1. Co-ordinate the development and manage the implementation of business cases/plans associated with relevant Regeneration projects (e.g. STEM Facilitation, skills,

employment, growth), ensuring all potential options are thoroughly evaluated, monitor the associated budgets and oversee the day to day operational activity.

2. Oversee the delivery of an effective range of support services and projects to customers (e.g. schools, pupils, parents and business) in Blaenau Gwent, to include externally funded schemes; monitoring of associated budgets and performance measures.
3. Lead the development and implementation of a range of activity aimed at stimulating and developing Regeneration (e.g. attainment, skills, employment and growth) within Blaenau Gwent; contributing to the work of and representing the Council on relevant project boards/task and finish groups as required.
4. Lead the development and co-ordination of support for local customers to access identified regeneration opportunities, working with relevant stakeholders to avoid duplication, develop new and innovative approaches; and optimise impact of service delivery.
5. Contribute to the development and implementation of key Regeneration Programmes including Tech Valleys, specifically on projects to address supply and demand issues relating to employment and skills.
6. Manage the development of local support networks, encouraging co-operation, collaboration, innovation and economic growth, monitoring impact and making recommendations on potential opportunities and future delivery .
7. Provide management and direction to staff members within the relevant team.
8. Support the Team Manager (connected communities) in the business/project planning process to include managing risk and performance, preparing information for reporting in line with directorate and corporate requirements.
9. Champion the Community Benefits agenda internally and with external organisations and identify opportunities to maximise the use of social clauses and corporate social responsibility.
10. Formulate an agreed annual programme of work ensuring the availability of resources for its delivery. Monitor programme delivery and report to senior management and committees as required.
11. Represent the Authority at all levels on matters relating to the specialist functions of the Section, this includes Executive/Scrutiny Meetings, Fora for Government Policies and other Government Agencies.
12. Prepare and present reports to relevant corporate and political management/ monitoring groups.
13. Identify areas of weakness within the service and develop systems to ensure continuous improvement.
14. Adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

15. Monitor Health and Safety within the office environment and on site working areas ensuring the early identification of potential hazards and minimising risk.

Person Specification

Team Leader – STEM Facilitation

1. Qualifications & experience



Assessment Method

Qualifications/relevant experience	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Educated to degree level or hold a post graduate qualification in a related or relevant field e.g. Regeneration, Education, STEM discipline	Essential	✓			
Experience in a relevant discipline/area of work e.g. Regeneration, Education, Learning/Training	Essential	✓	✓		
Proven experience of working at senior level within a relevant environment	Essential	✓	✓		
Practical experience of using a range of ICT and technology platform to support delivery	Desirable	✓	✓		
Other experience					
Proven experience of managing teams and people.	Essential	✓	✓		
A recognised Project Management Qualification such as Prince 2 (Practitioner Level) or equivalent.	Desirable	✓	✓		
Experience of working with a range of external/ internal partners to identify issues relating to areas growth or development and developing innovative and creative solutions: In particular relation to the education/learning/skills development agenda	Essential Desirable	✓ ✓	✓ ✓		
Experience of managing all aspects of externally funded projects including grant schemes	Essential	✓	✓		
Experience in working with internal/external clients and organisations to deliver benefits arising from the implementation of social clauses/corporate social responsibility	Desirable	✓	✓		
Knowledge/Skills					
Knowledge of the current regeneration and education landscape within Wales	Essential				
Knowledge of current STEM and associated initiatives in Wales, relating to the role and project delivery	Essential	✓			
Knowledge of the global, regional and local regeneration/economic/education climate and interventions aimed at addressing current issues	Desirable	✓	✓		✓

2. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full driving license	Essential	✓			

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Leading People	Sets the standard of leadership for the service				✓
	Provides clear direction and goals for the service				✓
	Takes direct responsibility and is accountable for actions				✓
	Ensures the principles of equality and diversity are embedded in the service				✓
	Recognises and celebrates others' contributions & achievements				✓
	Challenges inappropriate behaviour				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating the Vision	Translates the vision into operational objectives				✓
	Develops long term objectives and strategies for own service area to achieve the vision				✓
	Proactively promotes the vision to others				✓
	Ensures others understand how their role contributes to achieving the vision				✓

		Assessment Method			
Topic	Competencies	App Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching

Facilitating High Performance and Results	Is committed to continually improving performance of self and others				✓
	Sets ambitious performance targets and priorities for self and others				✓
	Gives regular, constructive feedback on team/individual performance				✓
	Motivates others to achieve and improve performance				✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately				✓
	Seeks learning opportunities from results				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Maximising Potential	Encourages and develops personal accountability in others				✓
	Encourages others to think for themselves				✓
	Promotes risk-taking and supports appropriately				✓
	Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services				✓
	Promotes development in self and others				✓
	Supports and trains others in own areas of expertise				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Promotes a culture of open communication				✓
	Communicates effectively, using a variety of styles, with a broad range of people				✓

	Creates and develops networking opportunities to influence				✓
	Actively listens and respects others' points of view				✓
	Checks own and others' understanding				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Understands problem solving is part of the improvement process				✓
	Has the confidence to make ambitious, difficult, or unpopular decisions				✓
	Is able to justify and explain decisions				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working together	Understands partnerships in the context of the "big picture"				✓
	Promotes and contributes to multi-agency partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓
	Identifies the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership				✓

	working, both inside and outside the service				
--	--	--	--	--	--

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Promoting a Citizen Centred Culture	Recognises the importance of contributions from the community to setting and achieving continually improving services				✓
	Promotes and develops a continually improving citizen-focused culture within the service				✓
	Contributes to initiatives enabling regular consultation and feedback from citizens on the quality and appropriateness of service delivery.				✓
	Engages with the community appropriately and respectfully				✓
	Is an ambassador for the organisation and the community it serves				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working With Councillors	Establishes and continually improves positive and appropriate interaction with all Councillors				✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓
	Abides positively with the protocols relevant to the political relationship				✓
	Is confident to refer enquiries to others when appropriate				✓

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Pushing the Boundaries	Regularly and constructively challenges the status quo				✓
	Proactively thinks how potential change will affect the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches				✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice				✓