

Role profile

Here's more about the job!

Role/s	Employment and Skills Manager* Quality and Inclusion Manager* Skills for Work and Life Manager Contract Manager Contract Management Officer Skills for Work and Life Co-ordinator Business Support Officer Business Admin Apprentice Agile Apprentice	Date Prepared	December 2018
---------------	---	----------------------	---------------

Your Team

- The aim of the Bedfordshire Employment and Skills Service is to develop and provide services that support adults, young people, businesses and local communities improve their skills levels, support growth in the local economy and increase the number of people who progress into further training and employment.

Your Customers

- Staff within the Council
- Elected Members
- External customers including residents and businesses
- Partners and stakeholders
- Supplier network, sub contractors and consultants
- Inspection bodies (e.g. Ofsted)
- Funding bodies, awarding bodies, auditors and assessors

Your Role

- Respond to local employment and skills needs; shape provision supporting economic growth.
- Develop and deliver operational activities and strategic planning of the Service; ensure quality and continuous improvement to meet external inspection requirements and improved learner outcomes.
- Secure external funding to increase the volume and range of provision to support Service priorities; manage the financial and quality requirements in-line with external funding rules and regulations; keep abreast of national policy changes.
- Deliver robust commissioning, informed by economic insight and comprehensive curriculum planning.
- Responsible for updating/monitoring Central Safeguarding Record Log.*

**Find your
greatness**

- work at Central
Bedfordshire Council

**Central
Bedfordshire**



Health and Safety	
<ul style="list-style-type: none">• Visual display - regular use.	
Work Pattern	Work Related Travel
<ul style="list-style-type: none">• Standard Monday to Friday with flexibility subject to business needs.	<ul style="list-style-type: none">• Regular.

