

Information pack for the role of  
Senior Planning, Performance and Funding  
Manager  
WorldSkills UK  
July 2021

## About WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education, and governments. Together, we are using international best practice to raise standards in apprenticeships and technical education so more young people and employers succeed.

We are a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills olympics'. The insights we gain from training as part of this global network help us raise standards across the UK.

**We innovate to help employers:** by benchmarking with skills systems from across the world to inform policy and practice, ensuring high-quality skills and boosting the UK economy.

**We develop educators:** by sharing international best practice, to deliver high quality training and assessment.

**We inspire young people:** whatever their background, to choose high-quality apprenticeships and technical education as a prestigious career route.

### Our vision

Apprenticeships and technical education are prestigious career routes for all young people.

### Our mission

To improve the quality of apprenticeships and technical education for the benefit of all young people and employers.

### Structure and governance

WorldSkills UK has a dynamic, hardworking staff team of around 40 and is structured into three directorates each directorate is led by a Director, or the Deputy CEO and CEO, who form the Senior Leadership Team. WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive to ensure it meets its charitable objectives. The Board is made up of representatives of further education, skills and industry ensuring that the organisation's activities are firmly representative of the audiences and target groups it serves in its work.

### Diversity

At WorldSkills UK we strongly value diversity and inclusion and recognise that it is critical to our success. We are committed to creating an inclusive environment for all who work with us and strongly welcome applications from diverse

backgrounds. WorldSkills UK is an equal opportunities employer that encourages applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. We particularly encourage applications from those from diverse groups, such as women, members of the BAME and LGBTQ+ communities, to join us as at WorldSkills UK.

We are a member of the Disability Confident Scheme and guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies, and we are committed to making reasonable adjustments at all stages of the recruitment process for candidates to perform to the best of their ability.



### **About the role**

This is an opportunity for an experienced manager to lead and further develop the production of high quality and outcomes focussed organisational plans and performance reviews demonstrating achievements, delivery against UK governments' policies and funds and to effectively identify trends, issues and risks. It will also play a key role in developing and delivering our core public funding agreements and government partnership activities.

The role will require highly effective relations with the whole WorldSkills UK management team to build a stronger reporting culture and a more streamlined and efficient approach to planning, performance, and risk monitoring. It will also require highly effective partnerships with government teams who are responsible for our business and funding relationship.

This role requires an experienced manager, able to work at a senior level, with demonstrable knowledge of public policy and funding (preferably in the education sector), experience in leading organisational planning and performance reporting and a proven analytical, collaborative and creative approach.

## Job description

|                 |  |
|-----------------|--|
| Role:           | Senior Planning, Performance and Funding Manager |
| Grade:          | B  |
| Directorate:    | Skills Development and Impact                    |
| Team:           | Planning, Funding and Impact                     |
| Manager:        | Head of Planning, Funding and Impact             |
| Direct reports: | Planning and Projects Manager                    |

### Role purpose

The primary purpose of the role is to lead on all aspects of the development and production of business plans at WorldSkills UK, and to lead on performance reporting against plans including against funding grants. Working across the organisation, the role will build a stronger planning and performance tracking culture, ensure effective identification and response to risks and issues, and improve the use of assessment and monitoring to improve our achievement against our objectives and targets.

### Key tasks and responsibilities

#### 1. Production of organisational business plans:

- Lead on the development and production of high quality organisational strategic, business, and annual plans and the communication of these internally and externally, building strong levels of awareness and commitment to targets and objectives.
- Monitor and review educational policy developments to ensure plans align with public priorities.

#### 2. Analysis and reporting of performance against plans:

- Lead the development and use of monitoring and assessment tools to assess performance against annual and business plans, ensuring timely, robust and consistent use across the organisation.
- Lead the production of monthly performance reports and scorecards against plans and communications to key internal groups to improve recognition of achievements, monitor alignment with key public policies and provide early identification of issues.
- Develop a stronger planning and performance understanding and culture across WorldSkills UK.
- Lead the design, development and production of occasional and annual reviews and annual reports to demonstrate our achievements and impacts.

### **3. Performance monitoring of funding grants:**

- Support the head of team in negotiating, developing, and managing public grant agreements with officials in governments in England and the Devolved Nations.
- Lead the production of monthly, quarterly, and annual reports of performance against government grant funding agreements from the Department for Education (DfE) and Devolved Nations demonstrating achievements against objectives and high value for money for public funds.
- Draft high quality and proportionate responses to requests from governments for information, reports and statistics.
- Lead on the fulfilment of key grant requirements against specific areas including technical areas such as intellectual property and legal conditions.
- Support the head of team in the management of key relationships with the DfE and Devolved Nations.

### **4. Securing future public funding opportunities:**

- Identify and lead the preparation of bids for additional public funds to enhance deliverables through core grants.
- Grant manage additional public funds ensuring achievement against objectives and delivery of value for money.

### **Other:**

- Contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- All employees are expected to promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with reference to those related to Health and Safety and on equality, diversity and inclusion.
- Any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant changes will be made in consultation with the post holder acknowledging experience, education, and ability.

## Person specification

Key: [E] Essential / [D] Desirable.

### Qualifications and experience:

- Experience of management roles in organisations accountable for public sector funding [E].
- Experience of management and cross team roles in leading organisational planning, monitoring progress and performance reporting [E].
- Experience of identifying, assessing, and responding to risks [E].
- Experience of translating policy into practice [E].
- Experience of managing public funding grants, including legal, financial, and technical requirements [D].
- Experience in working at manager level across education, policy, or business with a focus on technical and vocational education and training (TVET) [D].

### Knowledge and skills:

- Knowledge of current educational policy and practice, preferably in technical skills and further education, including apprenticeships and T Levels [D].
- Ability to influence, negotiate and manage the actions of others including remote [E].
- Ability to absorb and evaluate complex qualitative and quantitative information quickly and to draw out and report on salient conclusions [E].
- Ability to translate performance trends into clear, concise and accurate reports and presentations [E].
- Ability to create and implement planning and reporting processes to improve efficiency and effectiveness [E].
- Ability to analyse data and information and to report and present findings in a variety of forms to different audiences [E].
- Ability to implement change initiatives, focusing effort and commitment on making change work [E].
- Highly computer literate with demonstrable intermediate to advanced Microsoft Office skills [E].

### Personal qualities and attributes:

- Excellent team player and highly collaborative approach – ability to manage processes across a large number of teams [E].
- Highly analytical and questioning approach with the ability to challenge others appropriately [E].
- Precise and concise written and presentation style [E].
- Very reliable and with a high level of probity [E].
- Ability to work to own initiative with broad direction [E].
- Ability to think and act creatively and solve problems [E].

- Flexibility in working methods and ideas [E].
- Enthusiasm and ability to motivate others [E].

**Special circumstances:**

- Prepared occasionally to work outside normal hours [E]
- Prepared to travel within the United Kingdom [E].

**Summary of terms and conditions**

- Permanent.
- The salary for this role is £45k-£50k.
- Normal place of work is 111 Buckingham Palace Road Victoria London, SW1W 0SR. During the Covid-19 pandemic WorldSkills UK staff are working from home and there is an expectation that this post may start working from home but will be office based in the longer term. However, WorldSkills UK is a flexible employer and welcomes applications from candidates across the UK and will always consider requests to work from other locations on a case-by-case basis subject to business requirements.
- Minimum of 35 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday although we pride ourselves on having a flexible approach to our working practices and service delivery and are happy to discuss flexible working options with suitable candidates. Occasional weekend work may be required by mutual agreement for which reasonable time off in lieu will be given.
- 25 days' annual leave which will increase by one additional day for each completed year of service up to a maximum of 30 days plus public and bank holidays.
- The post is subject to six months' probationary period with one month's notice.
- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about 21<sup>st</sup> of the month.

## How to apply

WorldSkills UK is committed to making appointments on merit by fair and open processes and use a blind recruitment approach. Please ensure that you **submit your application in Word** to help us in this process.

Applications should be submitted no later than **9 am on Monday 23 August 2021** by email to Meryem Ozbiloglu, Senior Human Resources Manager at [jobs@worldskillsuk.org](mailto:jobs@worldskillsuk.org) and must include:

- a curriculum vitae detailing your full career history with identifying information removed
- a supporting statement with evidence of your suitability for the role, taking into account the points listed in the role description and person specification (throughout the recruitment process we will be looking for examples and evidence of your experience, knowledge and skills)
- a separate document containing your contact details.

### Diversity Monitoring

Applicants are also asked to complete a Diversity Monitoring Questionnaire at <https://www.surveymonkey.co.uk/r/WQS7WS9>.

As an organisation that is continually striving to ensure it is both diverse and inclusive in all areas of its recruitment and employment processes, we would like to collect some additional details from you. This information is classed as sensitive data and you are not obliged to give it to us. You will not be disadvantaged in any way should you choose not to. The information you supply is not used to process your application, nor does anyone directly responsible for the recruitment process ever have access to it. The data is pseudonymised and used by our HR team to understand how best to meet our diversity and inclusivity targets.

### Process

It is intended that first-round interviews will be held via video call by w/c 31 August 2021. Short-listed candidates will be advised of the process. Second round interviews will be held by video call w/c 13 September 2021.

Reasonable adjustments will be offered to all candidates and every stage of the recruitment process for further information please contact Meryem Ozbiloglu, Senior Human Resources Manager at [jobs@worldskillsuk.org](mailto:jobs@worldskillsuk.org)