

**JOB DESCRIPTION**

<b>JOB INFORMATION</b>	
JOB TITLE	<b>OLASS Director</b>
DEPARTMENT AND TEAM	<b>Tribal Hubs / Learning and Publishing</b>
LOCATION	<b>To cover projects currently based in the South West and the East of England regions and other regions as the business develops</b>
WORKING HOURS	<b>37.5 hours/week</b>

<b>POSITION IN THE ORGANISATION</b>	
REPORTS TO	<b>Lyn Gardner, Director of Projects and Partnerships</b>
RESPONSIBLE FOR	<b>Directing, manage and develop all OLASS and related services / contracts</b>
WORKS IN CONJUNCTION WITH	<b>Managers and staff throughout OLASS, including stakeholders</b>
BUDGET ACCOUNTABILITY	<b>IAG services – £4m per year</b>

<b>OVERALL PURPOSE OF JOB</b>
<p>This job will direct, manage and develop our IAG and Employment Service that currently include Offender Learning and Skills IAG delivery in 26 prisons in the South West and the East of England.</p> <p>You will be responsible for the OLASS service, taking on more as the business develops. Key aspects of job are:</p> <ul style="list-style-type: none"> <li>• budget development and control</li> <li>• reporting</li> <li>• account management with project funders</li> <li>• reputation management and development with funders and key stakeholders, e.g. regional and local LSC, regional offender managers, prison governors, heads of learning and skills</li> <li>• structuring, training and developing effective staff teams</li> <li>• planning delivery and monitoring both projects that have quality improvement built into the structure and job roles.</li> </ul> <p>As a director of the OLASS service you will be involved in the development of the capacity and capability of IAG services and be instrumental in the success of the services now and in the future.</p>

## MAIN DUTIES AND RESPONSIBILITIES

- Maintain up-to-date knowledge of government policy and strategy that relates to the development of our OLASS services.
- Be responsible for writing, agreeing and communicating the annual delivery plans for OLASS according to project specification and funder expectations.
- Monitor and report against delivery plans, including key performance indicators and budgets, planning corrective action as required.
- Assist in the development of new projects, taking on the management of these projects as appropriate, for related ESF projects, for example.
- Line manage direct reports including performance management, succession planning and training and development.
- Build effective relationships and promote our services to key partners and stakeholders in each project.
- Work with the IAG and Employment Service Development Manager to market and promote our services to partners, stakeholders and within Tribal.
- Create and manage an inclusive continuous improvement culture so that all staff at all levels are involved and operating in teams where there is equality of opportunity in all that we do.
- Manage all recruitment, training and development of OLASS staff so that they are able to deliver our service today and in the future, ensuring compliance with company policies and procedures.
- Ensure that all our staff, many of whom are working on distributed sites, are working in healthy and safe environments.
- Work with other managers in Tribal Education and Technology division to achieve divisional IIP standards.
- Be responsible for your own skill development and the regular updating of your own knowledge about company policies by attending appropriate company training/development sessions.
- Other duties that may be asked of you from time to time and are commensurate with the post.

## KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

### Essential:

- ability to demonstrate experience of successful business management
- experience of responsibility for budgets in excess of £2m
- experience of large multi-stakeholder contracts
- an understanding and experience of creating cultures that embody continuous improvement and equality of opportunity
- ability to write board and funder reports that are fit for purpose
- experience of strategic business planning
- a proven ability to negotiate and influence in complex and challenging environments.
- excellent interpersonal and communication skills, with experience of presenting to large groups
- experience of people recruitment and management, using best practice approaches
- self-sufficient in administering your day-to-day work, including being proficient in Word, Excel and PowerPoint.

### Desirable:

- an understanding of the learning and skills sector
- ability to demonstrate experience of ESF-funded projects
- experience of managing distributed teams who work on client premises

## PERSONAL CHARACTERISTICS

- Proven leadership qualities
- Flexible and able to manage tight deadlines and multiple demands
- Excellent communicator, listening and speaking
- Excellent negotiation and influencing skills
- An inclusive and empowering leadership and management style
- A good eye for detail
- A positive and inspirational approach

## WORK ENVIRONMENT

This role involves a significant amount of travel.

You will work from home, although you will have the use of our offices in Cambridge, London, Bristol and Taunton.

You will need to have your own car and a current driving licence.

You will be working within the senior management team of Tribal hubs.

Working flexibly, you may be required to work in the evening and weekends and there may be the need for overnight stays where early or late meetings dictate.

This job description is written at a specific time and is subject to change as the demands of the business and the role develop. The role requires flexibility and adaptability and the employees of the company need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.