



Uchelgais Gogledd Cymru
Ambition North Wales

Job Pack for the Skills & Employability Portal Project Manager

ambitionnorth.wales

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UP**

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For further information about this role,
please contact:



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Regional Skills Manager
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An exciting time to join the team

We're delighted that you're considering joining the Ambition North Wales team. We are a team of passionate and enthusiastic individuals who are proud to be involved in developing the North Wales economy. We are responsible for delivering a portfolio of capital projects across the region, and we've made significant progress to date. The first project was signed off in December 2021 and we are seeing many projects progress. We are currently in an assessment period to bring new projects into the Growth Deal, there has never been a more exciting time to join the team.

Ambition North Wales is a strong partnership, working on behalf of North Wales to deliver against a future vision for economic prosperity. The Portfolio Management Office has been established to deliver the Growth Deal, and support the regional ambitions for a stronger, more resilient and sustainable future economy.

Our ambition moving forward is to attract investment into North Wales and achieve a more prosperous future for everyone that lives and works here. The Growth Deal projects will create new highly-paid jobs, attract investment and ultimately build a more vibrant, sustainable and resilient economy in our communities, for young people and for future generations to come.

We work closely as a team and we have developed a set of values that underpin how we work and what we expect from others. We are ambitious, we empower and support each other to succeed, we have integrity and do as we say we will and we respect and value people and their perspectives as we shape a great future for North Wales. We do hope you will consider applying for this position and hopefully join us on this journey.



Cllr. Dyfrig Siencyn
Chair of the Economic
Ambition Board



Alwen Williams
Portfolio Director
Ambition North Wales

About the role

Skills & Employability Portal Project Manager

The role will sit within the Portfolio Management Office's Skills and Employability Team. Whilst the Skills and Employability programme sits outside the Growth Deal, it's a key part of delivering the overall Growth Vision for North Wales. The Skills and Employability Team is responsible for maximising the impact of the Growth Deal and the skills and employment opportunities for the region.

This Skills Portal Project Manager will work as part of the team to develop a strong, complementary skills and employability package to ensure that the right skills are available within the region to support the economic growth created by the capital programme set out across the North Wales Growth Deal and broader capital investment. This unique position provides the opportunity to gain excellent experience in an exciting and important sector in North Wales. You will play an integral role in developing a new online skills portal for the region, with an opportunity to collaborate with a wide range of stakeholders, including universities, colleges, local authorities, government, the private sector and other skills and employment providers.

Reporting to the Regional Skills Manager, the Skills Portal Project Manager will work within the team to develop, and project manage the delivery of employability and skills projects. The Skills Portal Project Manager will lead on the mobilisation, launch, development and implementation of the new North Wales Skills and Employability online portal. We are seeking an experienced and dynamic project manager. Our ideal candidate will have experience of supporting employment and skills projects, working with a wide range of stakeholders, developing and managing successful partner relationships. Excellent organisational skills and a confident communicator will be essential. Knowledge of the skills and employability landscape nationally and regionally is also essential.

For more information please follow these links:

[North Wales Regional Skills Partnership](#)

[Regional Skills Partnership](#)

Duties and responsibilities

Job Purpose

- To develop and project manage delivery of employability and skills projects, specifically the development of the North Wales Skills and Employability online portal;
- Contract Management for the North Wales Skills and Employability online portalProgress applications for skills and employability related funding opportunities
- To develop relationships with key stakeholders to ensure the successful delivery of skills and employability projects
- Undertake research as required to inform project development

Responsibility for functions

- Manage revenue project budgets, monitor expenditure and costs.
- Be responsible for relevant equipment including laptops and mobile phones.

Salary £37,261 - £39,493 (PS2)

Hours up to 37 hours per week*

Contract 12-15 months

Location Sarn Mynch, Llandudno Junction (with agile working across North Wales)

* The role is full-time, however we will consider flexible working requests for the right candidate.

** The role is funded through the Shared Prosperity Funding



Main duties and responsibilities

Skills & Employability

- Project manage the development and delivery of employability and skills projects identified by the NWEAB and the North Wales Regional Skills Partnership
- Project manage the online North Wales Skills and Employability online Portal project
- Progress applications for skills and employability related funding opportunities as required.
- Support the development and delivery of employment and skills obligations with current projects and emerging and future projects.
- Work with partner organisations to align resources, coordinate delivery of programmes and develop responses to emerging issues and opportunities as identified by the North Wales Regional Skills Partnership.
- Manage and input to relevant skills and employability meetings, including the North Wales Regional Skills Partnership / Programme Boards as required.
- Work with key regional stakeholders, partners and governments to ensure successful delivery of skills and employability projects and programmes.
- Undertake research as required to inform project development and support the work of the wider Portfolio Management Office.

Project Management

- To support and manage multiple projects.
- Quality assurance of all project work.
- Provide professional support including quality assurance to other projects as required.

Portfolio and Programme Management

- Support the wider Portfolio Management Office;
- Co-ordination and manage inter-dependencies across programmes and projects



Resource Management

- Maximise the effective use of resources in the delivery of projects

Performance Management

- Performance management and accountability at project output levels
- Risk management and accountability at project output levels

Reporting and Accountability

- Reporting on project and resource planning as required
- Quality assurance of all data and performance reports
- Acting as an expert and trusted advisor within the Programme Office

Ambassadorial

- Acting as an advocate for the Growth Vision and the region
- Development and management of effective external relationships at all levels
- Management of external project communications and public relations

Compliance and Conduct

- Working to all set policies and procedures and law e.g. financial, equalities, health and safety.
- Demonstrating the highest standards of professional behaviours and values in line with Ambition North Wales' organisational values.

Person specification

Criteria

Essential

Desirable

Education / Professional Qualifications

- Degree/post graduate in a relevant field (or equivalent)
- Project / Programme Management Qualification (e.g. PRINCE 2 Practitioner or equivalent)



Knowledge and Skills

- Knowledge of the skills and employability landscape nationally and regionally
- Effective interpersonal and communication skills
- Good knowledge of project management methods
- Good knowledge of techniques for planning, monitoring and controlling projects
- ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media
- Understanding financial management practice
- Understand bid writing/ business case development process



Experience

- Experience of supporting employment and skills projects and programmes
- Experience of effective stakeholder/ public engagement
- Experience of developing and managing successful partnership relationships between sectors such as further education, higher education and local authorities
- Experience of working at national, regional and local levels with senior officials
- Experience of applying for external funding and / or business case development



Person specification

Criteria

Essential

Desirable

Personal attributes

- Trustworthy
- Confident communicator and strong emotional intelligence
- Innovative thinker
- Flexible with regards to areas of responsibility, differing priorities and adaptable to change
- Excellent organisational skills
- Ability to work under own initiative as well as a team player
- Ability to work under pressure and have coping strategies to work in a fast paced environment
- Proven ability to meet deadlines and targets
- Ability to motivate and inspire others to take action



Language Requirements

- Listening and Speaking - Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh
- Reading and Understanding - Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post.
- Writing - Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader.



Join our team

Do you have a passion for North Wales and a desire to see the region grow and deliver on its potential? Are you enthusiastic, committed and a team player?

If so, Ambition North Wales could be the organisation for you.

As a partnership of the six local authorities, two universities and two colleges in North Wales collaboration and partnership working is at the core of what we do as a team. We are looking for a collaborative individual with excellent interpersonal skills who is passionate about delivering for the region and able to develop and maintain relationships across multiple partners to drive forward our work.

While each role within the team has its own focus, you will be expected to contribute to the wider work of the team and the success of the team as a whole. We're looking for team players capable of leading their own areas but also supporting their colleagues to deliver. In return you will find a varied and interesting workload with opportunities to contribute across our portfolio.

Professional and personal development is important to us. The team at Ambition North Wales will provide you with a supportive environment to continue your development with a number of formal and informal development opportunities available. We encourage our team pursue professional development opportunities and are looking for individuals who have the desire to learn and improve.

Some of our roles require Welsh language skills while others do not. However, all team members are expected to recognise the importance of the Welsh language, our culture and heritage and be willing to improving their own language skills with our support. If this sounds like you, we look forward to hearing from you.

North Wales is an excellent place to live and work, why not play a key role in shaping its future.



Hedd Vaughan-Evans

Head of Operations
Ambition North Wales

Our Values



We are Ambitious

We strive to deliver the best for North Wales. We are leaders in our fields, opinion formers and influencers, and we challenge conventional thinking. We pursue high standards, aim to be our best, and continuously develop ourselves professionally.



We work Collaboratively

We share knowledge, skills, information and support and ensure to keep colleagues informed. We always help each other, facilitate opportunities for North Wales and recognise that our collective impact is more significant than our individual impact.



We do the right thing

We do the right thing, not what is easy. We challenge unethical behaviour and speak out when things don't feel right. We are respectful, fair and considerate and can be trusted to deliver agreed commitments on time.



We make a difference

We pursue opportunities to make a difference in North Wales. We champion the Welsh language, heritage and culture and support regional charities. We protect the environment and seek opportunities to reduce our footprint.



Recruitment Timetable



Closing date

Applications need to be received by

06/11/2023



Shortlisting

We aim to inform all those shortlisted by this date with details of the assessments and interview date provided

by 10/11/2023



Assessments

Assessments will take place prior to the interview. You will be informed of the details, should you be shortlisted

by 16/11/2023



Interviews

The exact date and time of interview will be confirmed upon shortlisting

w/c 20/11/2023

Work for us

The Portfolio Management Office for Ambition North Wales is currently hosted by Cyngor Gwynedd* as our employing authority. Therefore, while the role is with Ambition North Wales your contract of employment will be with Cyngor Gwynedd.

Please use this [link](#) to access the Cyngor Gwynedd's recruitment portal. You will be required to create an account to submit an application.

Please remember to complete all sections of the form. You are welcome to submit your form in Welsh or English.

Following the closing date an assessment panel will assess your application against the requirements set out in the personal specification. Please make sure your statement covers all essential criteria set out in the personal specification.

Applicants who reach the shortlist will be invited to an interview, details of the interviews will be sent at least a week in advance.

We will ask applicants to complete assessments before the interview (full details will be included within the interview letter).

Please note applications received after the closing date will not be considered.

*future arrangements may change with the establishment of the North Wales Corporate Joint Committee.

Benefits

There are several benefits of working for Ambition North Wales, full details can be found [here](#). However, the following is a summary of the key benefits:

Pension scheme

Ambition North Wales currently hosted through Gwynedd Council operates a Local Government Pension Scheme. Information about the fund can be found on the Gwynedd Pension Fund [website](#).

Annual leave

The annual leave entitlement varies between 21 and 30 days per year - depending on the grade of the post. Staff are also entitled to 8 days leave for bank and public holidays, as well as an additional 3 and a half days.

Special leave

As well as the leave noted above, paid absence may be granted in special circumstances such as moving house, bereavement, attending medical appointments, undertaking public duties and so on.

Work life balance

Ensuring that staff strike a healthy balance between work and home life is very important for Ambition North Wales. Staff can take advantage of the following arrangements:

- Flexible working hours
- Maternity, paternity and adoption leave
- Parental leave and flexible working for parents and carers
- Hybrid working

Training and development

Ambition North Wales recognises the importance of investing in its most important asset - its staff. Every employee can expect:

- A formal induction process and a continuous performance review
- A wide range of internal and external training and development opportunities
- Contribution towards the membership of professional bodies which are relevant to the work

The North Wales Growth Deal

Aims

- To build a more vibrant, sustainable and resilient economy in North Wales.
- To build on our strengths, to boost productivity while tackling long-term challenges and economic barriers to deliver inclusive growth.
- To promote growth in a scalable, inclusive and sustainable way, in line with the Well-being of Future Generations (Wales) Act 2015.

Benefits

- Growth in regional prosperity: improved productivity, inward investment and the creation of new jobs.
- Better-quality jobs: through targeted interventions in high value sectors.
- More skilled workforce: supporting skills and training initiatives and targeted interventions in high value sectors.
- Improvements in standards of living: inclusive growth that provides opportunities, reduces poverty, inequality and deprivation.

INVESTMENT

Growth Deal Target Investment:

£240m

Total Target Investment:
over

£1bn

SPENDING OBJECTIVES

Create up to

4,200

new jobs

Generate up to

£2.4bn

net additional GVA

Our Programmes

Agri-food and Tourism



This programme will promote and support employment and training in the Agri-food and Tourism sectors, building on world-leading skills and expertise already established within the region.

Digital Connectivity



The programme will enhance our region's capability to develop technologies for the future, ensuring that we can meet the increasing demand for digital and benefit from fast, high-quality connectivity.

Innovation in High Value Manufacturing



This programme will promote innovation and commercialisation of technology in the manufacturing industry, building on the existing strength of the sector within our region.

Land and Property



This programme will address land and property challenges within the region, to unlock opportunities and build on our strengths.

Low Carbon Energy



This programme will unlock the benefits of developing low carbon energy projects within the region, positioning North Wales as a leading location for the low carbon energy sector.

OUR PARTNERS



£240M OF GROWTH DEAL FUNDING BY





ambitionnorth.wales
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