



# JOB PROFILE

<b>Post Title:</b>	Portfolio Director – Education, Skills and Employment
<b>Portfolio:</b>	Education, Skills and Employment
<b>Responsible to:</b>	Chief Secretary
<b>Responsible for:</b>	Assistant Director Schools, Head of Life Long Learning, Head of Quality Assurance and Standards (TBC), Head of Technology and Innovation (TBC)
<b>Grade:</b>	SMG Tier 2a

## Job Purpose

To improve the lives of all within our community and help the island thrive by providing strategic leadership across Education, Skills and Employment.

Define the Public Service strategy to develop services that ensure children are given the best start in life and are able to achieve their potential, to raise attainment and to enable each individual to achieve their ambitions by supporting the development and improvement of the education, skills and employment services available on St Helena.

Lead the development of Education, Skills and Employment, providing the expertise to support the Public Service to ensure effective integration between all functions and services within the Portfolio.

Operate strategically as a member of the Senior Leadership Team and across the Public Service influencing Public Service and Government policy and practice.

This is a key role in delivering our overarching vision of making St Helena a great place to live, learn, work, visit and invest.

Portfolio Directors are integral to supporting the overall financial resilience of the Public Service and have a responsibility to ensure value for money and return in investment across all areas of their Portfolio and the Public Service as a whole.

## Main Duties and Responsibilities

1. Provide expert professional advice to the Chief Secretary and Ministers, and engage with Executive and Legislative Councils, Partners and Colleagues across the Public Service to deliver the strategic vision for the Education, Skills and Employment Portfolio.
2. Support the Chief Secretary and Elected Members in developing and delivering the Public Service's strategic agenda.
3. Provide strategic oversight of Education, Skills and Employment services ensuring the Public Service is delivering against both statutory and non-statutory responsibilities.



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4. Accountable for both the shaping and delivery of the Education, Skills and Employment strategic agenda and the delivery of services which are appropriate, effective, value for money and meet quality standards.
5. Overall accountability for the development of the Education, Skills and Employment provision on the island across primary, secondary, tertiary education and the lifelong learning sector. As the professional lead for education, lead the development of strategy and plans which deliver excellent educational outcomes, learner-focused services and support the effective implementation of corporate objectives.
6. Lead the improvement and development of services to drive effective customer focussed outcomes, compliance with legislative and statutory requirements, and meet the needs of the public, parents and carers.
7. Lead the development of the Education, Skills and Employment Portfolio and ensure resources are utilised imaginatively and cost effectively, enabling a culture of continuous improvement, innovation and evaluation.
8. Provide assurance that the Education, Skills and Employment support system(s) for the local community is fit for purpose. Develop quality assurance systems to enable the improvement of performance standards for all children and learners on St Helena. Ensure that person-centred assessment and planning mean that children with additional needs achieve their full potential and progress into the adult life they want to lead. Ensure management, review and delivery of a Special Education Needs (SEN) Strategy securing provision to match SEN and disabled learners' needs.
9. Build and enhance the capability, capacity and sustainability of schools, the professional teaching workforce and the educational services provided to support schools.
10. Lead a group of services and highly experienced leaders and professionals, setting direction, establishing priorities, building capacity, maintaining focus, and delivering a programme of action to deliver strategic objectives.
11. Provide strategic leadership to ensure the Portfolio's resources are appropriately managed, including leadership of the Portfolio's medium-term financial and strategic plan, and planning and delivery of capital or other projects to further meet priorities. Overall accountability for the Portfolio Budget.
12. Ensure appropriate governance structures are in place and supported to effectively oversee and scrutinise key functions and services within an appropriate quality assurance framework.
13. Build and nurture strong relationships with UK Government departments and agencies and with professional bodies, to promote the interests of the Public Service.
14. Responsible for the effective management and timely resolution of people management issues. Complete Manager Self Service (HR21) processes where appropriate.
15. Manage the efficient and effective use of physical and financial resources to support activities, deliver Portfolio strategy and achieve Public Service objectives. Manage the annual Medium Term Expenditure Framework (MTEF) process.



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## Special Conditions

There are no special conditions associated with this role.

However, for the proper performance of the responsibilities this post will not be limited to normal working hours, the postholder will, in response to the demands of the post, be required to work out of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status.	iii
<b>Planning and Delivery of Work:</b> Structures business or service unit to deliver key objectives and obtain and allocate resources. Defines a balanced set of targets and measures aligned with delivery plans.	v
<b>Analysis and Use of Information:</b> Identifies trends from complex or conflicting data. Takes steps to address the root causes of highly complex problems. Develops new policy and procedures.	v
<b>Decision Making:</b> Shapes new policies and sets long-term objectives. Understands the wider strategic environment to make appropriate resource decisions. Strategically processes the impact of decisions. Determines results which are aligned to strategic decisions. Ensures decisions are evidence-based drawing on available knowledge and past experience.	v
<b>Working with Others:</b> Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviours. Develops relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes.	iv
<b>Communication:</b> Promotes communication across the organisation. Negotiates to reconcile individual competing priorities.	v



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Communicates the organisation's priorities. Summarises complex information in an effective manner.	
<b>Influencing and Persuading:</b> Influences the organisation's strategy by utilising internal and external resources. Delivers influential advice and briefings. Focuses on outcomes irrespective of the source of the challenge. Sets strategies to support a diverse workforce.	v
<b>Dealing with Change:</b> Takes wide view of strategic needs. Directs and drives organisational change. Evaluates the impact of change on the organisation. Initiates attitudinal change across the organisation. Provides appropriate support mechanisms during a period of change.	v
<b>Continuous Improvement:</b> Keeps up to date with developments that affect SHG and anticipates what may affect it in the future. Creates an environment which allows people to improve the way they work. Creates an environment where employees and colleagues work to improve the way things are done.	iv
<b>Managing Resources:</b> Ensures resources are allocated and used to meet key priorities. Sets corporate directives and develops long-term strategies to achieve this. Ensures that others buy in to corporate goals and functions.	v



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
A Level 6 degree or level 7 masters qualification or equivalent level of demonstrable attainment or experience	E	√	
An appropriate professional qualification, such as: <ul style="list-style-type: none"> <li>A Degree in Education</li> <li>A post-graduate qualification in Education and/ or Education Leadership</li> </ul>	E	√	
<b>Knowledge &amp; Experience:</b>			
Extensive and varied experience as a senior manager in Education	E	√	√
Experience of education leadership beyond the individual school level and/or experience in or understanding of further education and teacher training	D	√	√
Experience of managing organisational experts outside own professional area	E	√	√
Knowledge and experience of strategic level management and developing and leading high performing teams	E	√	√
Experience of managing complex organisational change processes which have significant resources and strategic impact	E	√	√
Knowledge and experience of exploring ways of improving efficiency and effectiveness and promoting improvements in value for money	E	√	√
A sound understanding of the social, economic and political environment of the Public Service and working with staff groups	D	√	√
Experience of dealing with financial accountability and procurement systems (preferably in a public sector environment)	D	√	
<b>Skills and Abilities:</b>			
Exceptional verbal, written and digital communication skills, sufficient to write policy, plans, complex reports and engage with employees, managers, partners and elected members	E	√	√
High level analytical skills and ability to understand and plan for local and international issues that affect or may influence the objectives and strategic direction	E		√



## PERSON SPECIFICATION

of the organisation			
High level of interpersonal skills with the ability to build trust, confidence, credibility and integrity in the delivery of services. Able to articulate the vision for the Portfolio and the Public Service	E		√
Ability to think, plan and act strategically and corporately with a creative and innovative approach to problem solving, delivery of outcomes and managing organisational change	E		√
Strong collaboration and teamwork skills	E		√
The ability to influence and network locally and internationally, to manage relationships with the media and to use diplomacy and political acumen	E		√
Capable of commissioning and directing major programmes, projects or initiatives which have significant resources and strategic impact	E		√
<b>Other:</b>			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

Not applicable.