

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Tuesday, 27 February 2024
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection Arrangements for the Director of Learning and Skills
Purpose of Report:	To set out the recruitment and selection arrangements for the post of Director of Learning and Skills
Report Owner:	Rob Thomas, Chief Executive
Responsible Officer:	Rob Thomas, Chief Executive
Elected Member and Officer Consultation:	Laithe Bonni, Operational Manager HR Employee Services Gemma Williams, Operational Manager OD and Learning
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred for information to Members of Full Council
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The report sets out the recruitment and selection arrangements proposed for the position of Director of Learning and Skills • The report recommends that delegated authority be granted to the Chief Executive, in consultation with the Head of HR & OD and the Leader to progress: <ul style="list-style-type: none"> • advertising this position, • progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting, • drawing up a final short-list for interview, the interview of which will be undertaken by a future meeting of this Committee, and to, • agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process. 	

Recommendations

1. It is recommended that Senior Management Appointments Committee approve the recruitment and selection arrangements at this meeting of the Committee as described in the body of this report.
2. It is recommended that delegated authority be granted to the Chief Executive, in consultation with the Head of HR and OD and Leader to progress:
 - a. advertising this position,
 - b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting,
 - c. drawing up a final short-list for interview, the interview of which will be undertaken by a future meeting of this Committee, and to,
 - d. agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process

Reasons for Recommendations

1. To ensure the appointment is progressed in accordance with the requirements of the Council's constitution.
2. To allow matters to be progressed in advance of the final stage of recruitment.

1. Background

- 1.1 The position is an existing role on the Council's structure, which will be advertised following the resignation of the current post holder.
- 1.2 The position of Director of Learning and Skills, is a statutory post under s532 of the Education Act 1996.
- 1.3 The position covers responsibility for Standards and Provision, Additional Learning Needs & Wellbeing and Strategy & Community Learning.
- 1.4 It is now, therefore, necessary to commence the recruitment process and progress arrangements for the permanent appointment to this post in accordance with the Council's normal recruitment and selection procedures.

2. Key Issues for Consideration

- 2.1 On the basis of the above it is proposed to advertise the post (both internally and externally) as soon as practically possible. It is likely that this process will commence in late February/March 2024.
- 2.2 The current version of the Job Description and Person Specification is attached, which has been updated to reflect current practices.

- 2.3** In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing the following to the Chief Executive in consultation with the Head of HR and OD and Leader;
- Advertising
 - long-listing for any assessment process
 - subsequent shortlisting, in advance of the final interview with Senior Management Appointments Committee.
- 2.4** Human Resources will undertake an exercise to identify an appropriate assessment process and where, and if necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.
- 2.5** If these delegations are agreed, the Senior Management Appointments Committee will be requested to conduct final interviews once a shortlist is arranged.
- 2.6** Given the seniority of the post, the following timeline is being worked towards. Consideration is being given to the assessment arrangements, including involving external advisory participants and a series of internal stakeholder panels alongside a formal long-listing interview.

Late February – March 2024	Advertising of position to maximise exposure – potential for 3 week advert opening
Late March/early April	Shortlisting of candidates for initial Interview and any required Candidate Assessment Centre
April	Initial Interview and any required Candidate Assessment Centre
Mid/late April	Senior Management Appointments Committee final interviews

The above timescales maybe subject to change, depending on availability of candidates.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** This recruitment and selection exercise will be for one permanent appointment.
- 3.2** The Well-being of Future Generations (Wales) Act will be considered fully during this exercise and the overall proposals for changes to the ways of working and structure of the directorate have been developed to ensure the Council is in a strong position to realise the ambitions of the Corporate Plan and Annual Delivery Plan. The Directorate is a key enabler for the delivery of the Council's wellbeing objectives and the Director of Learning and Skills position is inextricably linked with the capacity and capability to devise, develop and deliver the Council's strategic agenda.

4. Resources and Legal Considerations

Financial

- 4.1** It is requested that approval for costs associated with the recruitment exercise is delegated to the Chief Executive in consultation with the Head of Human Resources and OD and the Leader.
- 4.2** Appointment to this position will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Director salary range of between £101,903 and £113,004.
- 4.3** The cost of recruitment will be met from existing budgets.

Employment

- 4.4** The employment issues are described in the body of this report.

Legal (Including Equalities)

- 4.5** The recruitment process will be compliant with Local Government, Employment and Equalities legislation.
- 4.6** The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

5. Background Papers

Appendix A – Director of Learning and Skills Role Profile

Director of Learning and Skills – Role Profile

Job Title	Director of Learning and Skills
Post Reference	Y-LS-AA002
Grade	Director
Directorate	Learning and Skills
Location	Civic Offices & Remote Working
Responsible to:	Chief Executive
Responsible for:	Standards and Provision Additional Learning Needs and Wellbeing Strategy and Community Learning

Role Overview:

We are seeking a visionary leader to take on the role of Director of Learning and Skills, shaping the future of education and skills development in our vibrant community, to ensure that every child has the best start. This is an opportunity to make a lasting impact, drive innovation, and inspire positive change in the lives of every child and learner in the Vale of Glamorgan.

The Director of Learning and Skills is a pivotal leadership role within our Council, responsible for shaping the educational landscape and driving transformational change. This position combines statutory responsibilities under the Education Act 1996, with strategic leadership to propel the Vale toward excellence. As a key member of the Senior Leadership Team (SLT), you will champion our core values of Openness, Togetherness, Pride, and Ambition in all aspects of your work.

Our Values:		
	Behaviour	What it means to us:
Ambitious	Forward thinking, embracing new ways of working and investing in our future	<ul style="list-style-type: none"> • Innovation: The Director’s strategic leadership drives ambitious innovation, embracing transformative practices. • Continuous Improvement: Ambition is reflected in the pursuit of continuous improvement, both for educators and learners. • Visionary Leadership: By shaping the future of education, the Director embodies ambition.
Open	Open to different ideas and being	<ul style="list-style-type: none"> • Transparency: The Director ensures transparency in the decision-making processes, engaging with stakeholders openly.

	accountable for the decisions we take	<ul style="list-style-type: none"> • Inclusion: By championing diversity and equity, the Director creates an open and inclusive environment for all. • Communication: Regular communication with staff, schools, and the community fosters openness and trust.
Together	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	<ul style="list-style-type: none"> • Partnerships: The Director collaborates with both internal and external stakeholders and partners to create seamless educational pathways. • Engagement: Engaging with elected members, and senior officers across the Council and Schools, ensures collective decision-making and shared vision. • Community Involvement: By involving the wider community, the Director strengthens collaboration.
Proud	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	<ul style="list-style-type: none"> • Educational Excellence: The Director takes pride in promoting educational excellence, ensuring high standards across all settings. • Student Achievement: Celebrating student achievements and well-being reflects pride in their progress. • Advocacy: Advocating for education at regional and national levels demonstrates pride in our educational system.

Job Description:

As the Director of Learning and Skills, you will:

Statutory Obligations:

- Fulfil the requirements of the role in compliance with statutory requirements and regulations as defined by the Education Act 1996. Ensure compliance with national and local education policies, regulations, and guidelines.
- Provide strategic direction and guidance on education matters, advocating for excellence, equity, and inclusivity across all educational settings within the Vale of Glamorgan.
- Provide expert advice and guidance on education and learning matters to the senior leadership team and elected members, ensuring they are informed and engaged with transformation activities.
- Develop and maintain strong relationships with Elected Members, school leaders, Governing Bodies, Inspectors and parent associations to drive positive outcomes for learners.

Strategic Direction:

- Collaborate with Chief Executive, Elected Members and Senior Leaders across the Council to integrate education and learning initiatives into broader strategic plans.

- Lead the ongoing development and implementation of a forward-thinking education and skills strategy that contributes to the transformation programme and aligns with the Council's Corporate Plan and Annual Delivery Plans
- Lead the transformation of educational services, fostering innovation, and driving continuous improvement to meet the evolving needs of our community.
- Champion a learning culture across the organisation, ensuring that learning and education services are designed and delivered to meet the needs and expectations of our diverse communities, and align with our core values of being open, together, proud, and ambitious.

Leadership:

- Lead teams and foster a learner-focused, values-driven culture.
- Create and communicate clarity of direction and purpose for staff at all levels in the context of the strategic aims and ambitions of the Council.
- Lead, direct and inspire people within the Learning and Skills Directorate and across the Council to deliver great results. Ensure processes are in place for identifying and developing talent at all levels.
- Look for opportunities within the directorate to innovate and transform the functions to deliver continuous improvement and evolve the operation to meet the changing opportunities and challenges faced by the Council.
- Through own behaviours, be a role model for the leadership behavioural competencies; promoting and supporting the embedding of the Council's values and behavioural competencies throughout all levels of the organisation to build the organisation's culture.
- Work with colleagues to establish and embed an organisation culture that supports and promotes the right behaviours and performance to ensure the delivery of outcomes that meet the Corporate Plan and strategic objectives of the Council.

Operational Excellence:

- Oversee the effective management of educational resources, including budgets, staffing, and facilities, allocating resources to maximise impact and enhance the provision.
- Champion diversity, equity, and inclusion within educational settings, promoting access and opportunities for all learners.
- Monitor educational standards, performance, and outcomes, using evidence-based practices, fostering evidence-based improvement plans.

General Duties:

- Explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
- Facilitate and participate in the introduction of policies, procedures, and practice to support the achievement of the objectives of the Council.
- Ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
- Ensure continuing compliance with Council policy, procedure and legislation including those related to the management of employees, health and safety, customer relations, safeguarding,

information, equalities, the environment, and those specifically set out in Financial and Contract Procedure Rules.

In addition to the duties set out above, the postholder will be required to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

Person Specification

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> • Experience in providing strategic direction and guidance to improve the lives of children and young people. • Experience in driving forward a people focused, values-driven culture across an organisation. • Significant experience of leading mixed discipline teams, demonstrating ability to build a learner focused culture of improvement, effectiveness, and innovation. • Experience of building high performing teams and providing inspirational leadership to the wider organisation that drive a high-performance culture. 	<ul style="list-style-type: none"> • Local Government and/or Public Sector experience. • Experience in liaising with government bodies, educational institutions, and community stakeholders. • Experience of working with Elected Members and of dealing with politically sensitive issues. • Track record of driving transformational change and innovation in an educational or children’s context. 	<p>Application Form</p> <p>Interview</p>

		Essential	Desirable	Ascertained by
2.	Knowledge	<ul style="list-style-type: none"> • In-depth understanding of the Education Act 1996 and its implications for the role of Director of Learning and Skills, ensuring compliance with statutory requirements and regulations. • Familiarity and experience of working with national and local education policies, regulations and guidelines, guiding the strategic direction of education within the Vale of Glamorgan. • Awareness of the challenges and opportunities present in the education sector, with the ability to leverage this knowledge to improve educational outcomes. • Proficiency in local government financial management, including budgeting, resource allocation, and adherence to compliance standards. 	<ul style="list-style-type: none"> • Knowledge of the specific educational environment and community needs in the Vale of Glamorgan. • Familiarity with performance management systems and methodologies. • A grasp of Estyn inspections' function in evaluating the quality and standards of education in schools, ensuring accountability and the ongoing search for improvement. 	<p>Application Form</p> <p>Interview</p>

		Essential	Desirable	Ascertained by
3.	Skills and aptitudes	<ul style="list-style-type: none"> • Ability to be a role model for the leadership behavioural competencies and promote the Council's values and behavioural competencies throughout all levels of the organisation. • A strategic thinker, with the ability to develop and implement strategies that support the achievement of organisational objectives. • Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work. • Strong track record of building and nurturing productive working relationships, able to advocate for educational excellence, equity, and inclusivity. • Highly effective communication skills, able to influence others with impact and professional credibility, with the ability to communicate to a diverse community. • Dedicated to professional development and keeping abreast of relevant regulation and education trends. • Ability to manage resources effectively, including budgets, staffing, and facilities. 	<ul style="list-style-type: none"> • Ability to integrate education and learning initiatives into broader strategic plans. • Skills in fostering a learning culture across an organisation. 	<p>Application Form</p> <p>Interview</p>
4.	Qualifications and training	<ul style="list-style-type: none"> • Relevant L7/Degree Qualification or equivalent experience 		Application Form

		Essential	Desirable	Ascertained by
5.	Attitude and motivation	<ul style="list-style-type: none"> • Highly motivated senior leader, able to act as a role model to team members and peers. • Adaptable and flexible to meet a variety of challenges. • An inspiring leader, able to engage team members to deliver exception performance in a challenging environment. • Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives and solve problems. • A passionate role model of the values of the Council. 		Interview
6.	Other (please specify)	<ul style="list-style-type: none"> • Personal and professional credibility • Drive, energy, and enthusiasm to sustain an extensive agenda. • Capacity to work outside of normal office hours and attend evening meetings as and when required. • Ability to drive/travel throughout the Vale or between locations as appropriate 	<ul style="list-style-type: none"> • Ability to speak or learn Welsh 	Application Form Interview