

Job Description: Skills and Employment Development Adviser

Job Title:	Skills and Employment Adviser
Department:	Skills, Policy, and Inward Investment (SPII)
Responsible to:	Thames Valley Skills Unit Manager
Internal Liaison:	All other Thames Valley Chamber of Commerce (TVCC) Departments, The Kate Webb Partnership (project partner)
External Liaison:	Employers, Education and Training Providers, including Further Education Colleges, High Education Institutions, Independent Training Providers, other stakeholders, including but limited to, – Local Authorities, Trade Bodies and Local Enterprise Partnerships.

Job Context

The job role arises due to the designation of the TVCC as Employer Representative Body (ERB) by the Department for Education for the development and review of Local Skills Improvement Plans (LSIP) across both [Berkshire](#) and [Oxfordshire](#).

This is a fixed-term contract role until September 2025. Extension subject to grant funding availability. The role will work on both the Berkshire and the Oxfordshire LSIP.

Job Summary:

The Skills and Employment Adviser role is an effective key account management facing role. It will provide essential leadership for business engagement and relationship management for the LSIP programme. This will require engaging with project team members, employers, key stakeholders, and training providers across a range of industry sectors located in the project area.

Key Responsibilities:

- Lead delivery of employer engagement activities, including 1-1 meetings, leading group meetings and presenting to key audiences
- In conjunction with the team to support the business engagement strategy and plan for the LSIP.
- In conjunction with other members of the LSIP team support engagement with training providers and academic institutions.
- To ensure the business facing needs of the LSIP project are fulfilled in accordance with the Overall LSIP plan until September 25 (Stage 2).
- Work with project stakeholders to promote the Local Skills Improvement Plans to relevant audiences.
- Lead event planning, organisation, and delivery of sector specific events in line with priority sectors as identified in the LSIP reports.
- Work with the wider Thames Valley Chamber of Commerce team to obtain commitment from employers to actively engage with the LSIP programme.
- Take advantage of synergies and opportunities to work in collaboration with stakeholders to promote the skills agenda.

- To maintain and manage business engagement components of the LSIP project on the TVCC Customer Relationship Management (CRM) system, ensuring all relevant client information is up to date, enabling purposeful communications/engagement.
- Take personal responsibility to understand changes and challenges to the local and national skills system.
- To actively promote the LSIP work programme and milestones using social media.
- To work constructively with the TVCC management team across the needs of the project and wider business to help identify and develop collaborative opportunities and efficiencies that may benefit the TVCC's wider programme.
- To be a strong advocate and representative of the TVCC.
- To undertake, as required and instructed, any other duties associated with the LSIP, TVCC's wider growth objectives to ensure the successful delivery of the LSIP.

Person Specification:

- Excellent account management and relationship building skills at all seniority levels.
- Ability to persuade and motivate project partners.
- Good verbal, written and presentation skills.
- Organised and methodical with ability to manage time and meet deadlines.
- Able to deal with uncertainty and identify opportunities for collaborative working to drive forward change.
- Fully computer literate, with experience of using a Customer Relationship Management System (CRM)
- An adaptive, fast learner with a willingness to explore.
- Understanding of local and national skills system
- Diligent, with an attention to detail to ensure high written and presentation accuracy.
- Good team player.
- Problem Solver.
- Self-motivated, with the ability to work effectively both independently and as part of a team.
- Ability to travel, as required.

