

**Job Information Pack for**

Integration and Change Officer

Thank you for showing an interest in working for Capital City Partnership (CCP). Please find below the following documents for this post.

* Job Description and Person Specification
* Employee Benefits

We require you to complete the separately attached CCP Application form (including monitoring form) and return it electronically to saty.kaur@capitalcitypartnership.org by **noon, Wednesday 29 May 2019.**

Please note applications received after this time and date will not be accepted

Applications submitted will be acknowledged. If you are invited to an interview, you will be notified in writing with at least 5 days’ notice of the arrangement. CCP is disability confident employer. If you require reasonable adjustments to support you to attend an interview please note these in your email submission.

All interviewed applicants will be notified of the outcome. If you are not invited to interview and do not hear from us within six weeks of applying, then you have been unsuccessful.

Formal confirmation of a job offer is subject to satisfactory checks; including two employer references, proof of qualifications, and right to work in the UK.

A three-month probationary period will form part of the job offer.

**Please note we welcome secondments for this opportunity**

**Closing Date: noon, Wednesday 29 May 2019**

**Interviews scheduled for Thursday 6 June 2019**



**Job Description**

**TITLE: Integration and Change Officer**

**SALARY: £30,582-£36,495 (Grade 7)**

**EXPECTED START DATE: circa 1st July 2019 (fixed term for two years until 30 June 2021)**

**RESPONSIBLE TO: Integration and Change Manager**

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| Capital City Partnership (CCP) is an arm’s length company of The City of Edinburgh Council and is tasked with the operational development, management and support of employability and poverty reduction measures. This includes programme funding, performance measurement, promoting joint work, employer relationships, management information services, research and development and capacity building. Please visit our websites for further details [www.capitalcitypartnership.co.uk](http://www.capitalcitypartnership.co.uk) and [www.joinedupforjobs.org](http://www.joinedupforjobs.org).  CCP is a partner in the Edinburgh and South East Scotland City Region Deal (ESESCRD). A City Region Deal is a mechanism for accelerating growth by pulling in significant government investment in innovation, skills and infrastructure to tackle inequality and deprivation. Please visit the accelerating growth website for more details [www.acceleratinggrowth.org.uk/](http://www.acceleratinggrowth.org.uk/)  **The Job Purpose**  As part of the ESESCRD CCP are the lead for the delivery of an Integrated Knowledge System (IKS). The project will better align and integrate partner performance management systems and digital services to enable the more effective pooling, analysis, and dissemination of performance information that will be critical to driving service improvement, increased responsiveness, and the creation of an integrated person-centred approach.  Working closely with the other project teams in the Integrated Regional Employability and Skills Programme, the Integration and Change Officer will support the delivery of a comprehensive agenda of change and innovation across the six local authority regions of Edinburgh, Midlothian, East and West Lothians, Fife and Scottish Borders.  This is an exciting opportunity for someone who has a sound understanding of the employability sector and is looking to use their skills in a regional setting to effect change, create a regional solution to integrating information systems and facilitate inclusive growth.  The Integration and Change Officer’s core functions are to:   * Support the delivery of a comprehensive change programme across the employability sector regionally * Coordinate and deliver key programmes of work as directed by the Project Board * Build, maintain and utilise relationships with public, private and third sector organisations to effect change and foster partnership working * Work flexibly across Edinburgh and South East Scotland engaging with relevant stakeholders to identify opportunities for joint working, partnership projects and added value * Work with CCP’s Joined Up for Jobs and Joined Up for Business teams to ensure that client needs, and expectations are identified, understood and met * Design and implement appropriate actions in response to local, regional and national strategies on employability such as Edinburgh’s Economic Strategy, Scottish Government’s Employability and Integration, Fair Work and No One Left Behind policies * To help identify new strategic funding opportunities to add value to current provision and build capacity internally and externally.   As a small organisation, flexibility across all CCP areas is expected from this role, including contract performance management, employer engagement, management information systems, communications, and finance and audit compliance. |
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| Major Tasks/Job Activities  * Coordinate and deliver actions for the IKS project which includes scoping of products, engagement with stakeholders, product testing and implementation * Provide project updates, progress reports and maintain work plans, and provide support to the Project Board * Work in partnership with key stakeholders to develop the scope of the system and implementation across the region * Design and oversee a digital and data upskilling programme to the employability workforce and service users * Facilitate a process for service user feedback at identified checkpoint stages of the project, such as workshops and engagement sessions * To work with Communications Teams to develop and deliver a communications plan to underpin the IKS project * Design and deliver an ongoing evaluation process to measure impact in each phase and capture lessons learned that will inform future phases * To provide support to other partnership policies, processes and strategies as required, for example through identifying joint working opportunities with the Joined Up for Jobs and Joined Up for Business teams.   Supervision and Management of People  (Numbers and type of staff)  No direct line management in the normal course of events, though prospect to manage interns or apprentices as a development opportunity may arise. **Creativity and Innovation**   * Develop innovative and creative ideas to meet objectives and contribute to service improvement where possible * Prepare project briefs, undertake research, analyse information and present findings internally and externally * Develop project ideas and business cases; make recommendations for consideration by Senior Managers and Project Boards * Develop and maintain effective working relationships with internal and external colleagues across the service, the wider provider network and regionally * Manage own workload, progressing Performance Review and Development objectives and monitoring the effective delivery of projects * Work on a variety of projects of differing complexity concurrently, managing conflicting priorities and deadlines. Prioritise as appropriate to ensure all tasks are completed on time * Mindful of the political sensitivities both in terms of the political environment and wider partnership working.   Environment – Working conditions  Normal working conditions. This is an office-based post working from CCP’s main offices at Leith Walk, Edinburgh. Due to the nature of the project being part of City Region Deal, there will be times when travel within Scotland to Fife, East, West and Mid Lothians and Scottish Borders will be required.  Knowledge and Skills  Essential:   * Educated to degree level or able to demonstrate two years recent experience in either an employability, change management or systems role * Understanding of employability strategies at a local level, such as the Local Employability Partnership strategy and the role of the Job Strategy Group in Edinburgh, or similar in another local authority area * Understanding of national drivers to employability, including the Fair Start and No One Left Behind agendas * Knowledge of the Edinburgh and South East Scotland City Region Deal Integrated Regional Employability and Skills requirements * Excellent written and verbal communication skills including the ability to communicate effectively with people in a range of settings * Well-developed interpersonal skills and experience of co-production, partnership working and stakeholder engagement * Ability to work under minimal supervision and to make use of initiative * Experience of developing and maintaining networks and working in partnership settings to deliver projects successfully * Able to apply knowledge and skills in researching, analysing and presenting information to others * Ability to demonstrate an appropriate level of analytical, problem-solving skills and the ability to assimilate and effectively communicate information * Experience of project management including budget management and risk management.   Desirable:   * Experience of delivering change programmes * Previous experience of working in either the public or third sector in an employability related field * Confident in the development and use of CRM and Management Information Systems * Awareness of Community Benefit protocols and contract requirements related to community benefits * Experience of applying and supporting funding bids * Experience of procurement processes and use of Public Contract Scotland, Dynamic Purchasing System or equivalent * Experience in policy development and implementation * A full clean driving licence. |
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**Employee Benefits**

Your main workplace will be The Capital City Partnership (CCP) offices in Edinburgh, currently based at 165a Leith Walk, EH6.

CCP operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and CCP operates a flexitime system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 5 extra days. CCP’s leave year runs from 1st April to 31st March.

CCP premises is a no-smoking area.

Under statute you are required to make provision for a pension. As an employee of CCP, you are eligible to participate in the CCP pension scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at CCP are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation. The CCP staff handbook outlines all of this and a copy will be given at induction.

Any procedures that have been agreed are available on request.

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.