



Skills
Development
Scotland

POSITION PROFILE

Head of Green Skills and Climate Emergency



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Welcome Note from Chris Brodie, Director of Regional Skills Planning & Sector Development



Dear Applicant,

My sincere thanks to you for taking the time to show interest in the business-critical role of Head of Sector Development Climate and High Value Manufacturing.

As the economy emerges from the impacts of COVID Scotland has the potential become one of the most productive, inclusive and sustainable economies in the world. Central to Scotland's economic future will be the transition to a net zero economy by 2045 – with the aim of reducing carbon emissions by 75% by 2030. This transition to net zero will have a transformational effect on Scotland's economy and has the potential to create tens of thousands of sustainable, highly skilled and well-paid jobs. Skills has a central role to play in achieving that ambition.

This position will play a leading role in ensuring that Scotland's skills system is strongly aligned with economic opportunity, that there are a range of high-quality learning and training pathways across Scottish Apprenticeships and through Scotland's Colleges and Universities, and that there are opportunities for workers to upskill and reskill throughout their career.

We are looking for a highly motivated and influential leader who will help us drive the required realignment and development of skills provision to ensure that Scotland capitalises on the economic opportunity from the transition to net zero. This critical role will take on leadership of the Climate Emergency and High Value Manufacturing Skills Team and lead on the implementation of the Climate Emergency Skills Action Plan.

The role presents a unique opportunity to position Scotland at the leading edge of skills development in relation to the Climate Emergency and supporting High Value Manufacturing, and you will build and develop strong and effective relationships with industry partners, Scottish Government, and our key stakeholders including the SFC, Colleges, Universities and Training Providers.

If you would like to be part of our evolution, leading a talented and driven team of people and making a difference to the people and businesses of Scotland, we would love to hear from you.



Chris Brodie
Director of Regional Skills Planning & Sector Development



Skills Development Scotland (SDS) is Scotland's national skills body and contributes to Scotland's sustainable economic growth by supporting people and businesses to develop and apply their skills.

With more than 1,600 colleagues working across the country with businesses, in schools, careers centres and partner locations, we are passionate about skills development and its contribution to a modern, innovative and prosperous Scottish economy.

Working with our partners, we strive to ensure employers have the right skills at the right time in high performing, fair and equal workplaces, and that every individual has the skills and confidence to get a job and progress in the workplace, achieving their full potential. Engaging with the skills system to help ensure it better meets those needs in the short, medium and longer term, SDS' core services and activities include:

- Careers Information Advice and Guidance Services - focused on equipping Scotland's current and future workforce with the career management skills they require to achieve their potential
- Apprenticeships – administering Scottish Apprenticeships on behalf of Scottish Government, SDS is committed to developing and growing a world-class work-based learning system in Scotland
- Skills Planning – robust skills intelligence enables SDS to understand the current and future demand for skills and jobs across Scotland, by geography and by industry sector
- Supporting Scotland's Employers – working directly with employers across Scotland, SDS provides trusted advice that helps employers invest in existing skills, develop new talent and get the right products to grow their business
- Research & Insight – producing and commissioning high quality research on a variety of topics relating to skills and employment, SDS looks to inform policy and practice

As an organisation SDS has four core values which underpin everything it does:

- We put the needs of our customers at the heart of all we do
- We demonstrate self-motivation, personal responsibility and respect
- We continually improve to achieve excellence
- We make use of our continued strengths and expertise to deliver the best outcomes

More information can be found at: www.skillsdevelopmentscotland.co.uk

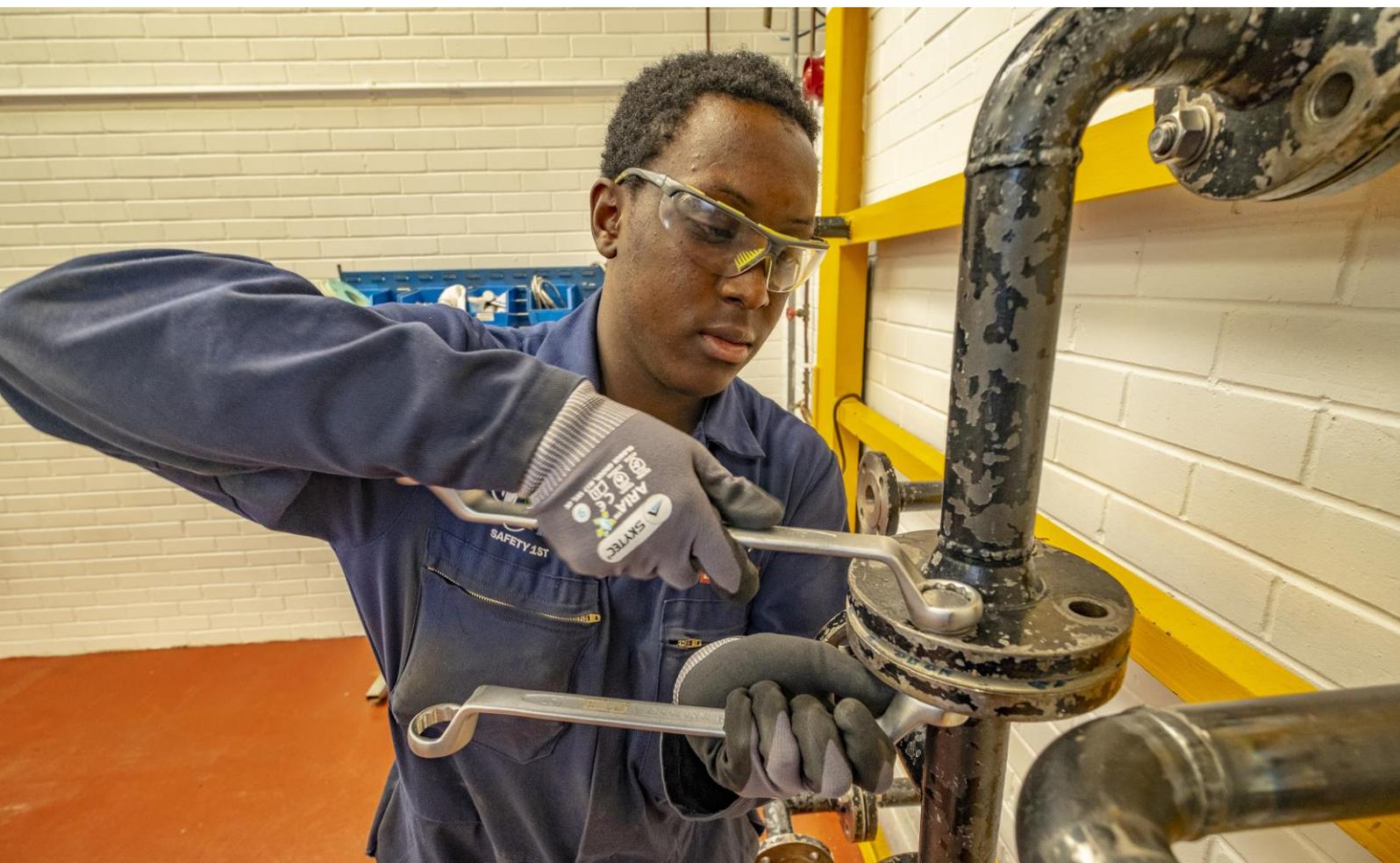


SDS has a significant role to play in supporting the government's agenda for economic development and growth, career management skills and youth employment and needs to develop and deliver services which will meet these demands.

Within SDS, the Skills Planning and Development (SP+SD) Directorate has responsibility for Regional, National and Sector Skills Planning and gathers robust information on the Scottish economy and labour market, the demand for skills, and the economic and social impact of skills investment.

Working with regional and local stakeholders to understand the needs within their areas, the Directorate develops Regional Skills Investment Plans for all geographical areas across Scotland, engages with Regional Economic Partnerships, City and Growth Deals and manages SDS's relationships with a range of enabling sectors.

The Sector Development Departments have accountability for working industry leaders and bodies in specific sectors to identify current and emerging skills requirements, developing skills investment strategies, influencing government policy and funding and align skills provision behind the needs of sectors. There are several key sectors for Scottish Government with both Climate Emergency & High Value Manufacturing (HVM) and Digital Technologies & Financial Services having been identified as instrumental in Scotland's post-COVID economic recovery.





Role Overview:

This role will provide leadership and strategic direction to Climate Emergency High Value Manufacturing, which is one of the three priority sector families that will be critical to Scotland's post-COVID economic growth.

As the Head of Sector Development, you will shape and develop cross-sectoral strategies to ensure skills planning, investment and delivery are demand led, deeply informed by industry perspectives and oversee the successful delivery of multi-year plans and activities, across several stakeholders.

Key Priorities include:

- Developing a robust evidence base and deep understanding of the economic drivers in relation to the transition to net-zero, and the skills implications of the transition to net zero
- Development and oversight of an ambitious, multi-year (3-5 year) strategic programme of activity to implement the ambitions of the [Climate Emergency Skills Action Plan](#)
- Overseeing the implementation of a Skills Alignment Pathfinder project, with colleagues in SFC, to ensure that the skills system delivers appropriate provision to support the skills needs of the decarbonisation of heat in buildings
- Leading development and continuous improvement of the Green Jobs Workforce Academy, on behalf of Scottish Government
- Development and implementation of a coherent programme of upskilling and reskilling activity to support people to access the skills required for the transition to net zero
- Working with partners across the skills system to better align the provision of apprenticeships, college and university provision with the needs of the transition to net zero.
- Develop and maintain effective partnerships with key industry leaders, providing thought leadership (expertise and innovation) to understand their current needs and forecast future skills needs, including horizon scanning activities as appropriate
- Directly influence Scottish Government policy and investment plans to support long-term targeted interventions and develop a skills system that delivers the best outcome for the economy whilst also delivering the long-term needs of relevant industry and sectors
- Provide leadership and operational oversight for the Climate Emergency and High Value Manufacturing Team
- Ensure all activities are aligned to, and directly support the delivery of, SDS's key strategic priorities, driving productivity and inclusive growth, and enabling businesses and people to achieve their full potential

Accountable for the delivery of Letter of Guidance requirements of SDS in relation to specific sector and programme deliverables, your key responsibilities include:

- Providing both strategic and operational leadership to a team of Sector and Programme Managers, who are subject matter experts, with responsibility for a wider team of 10 senior staff geographically dispersed across Scotland.



- Developing strong business cases and negotiating with and influencing Scottish Government and partner organisations to secure the requisite multi annual funding required to support to support programme delivery
- Shape and oversee effective delivery, through matrix management of multi-disciplinary, multi-agency project teams, of a significant programme of investment (£2.5M+) that will support the economic growth of the sector families
- Developing the response to and management of the delivery of asks that emerge from Scottish Government Ministers across a range of portfolios (e.g. Climate Emergency Action Plan, National Manufacturing Institute Scotland – *NMIS*)
- Strategic engagement with industry leaders and sector bodies to ensure skills strategies and interventions are informed and driven by industry and address the needs of the Climate Emergency & High Value Manufacturing sector families
- Effectively managing key strategic relationships with Scottish Government, Enterprise Agencies, Scottish Funding Council and Higher Education and Further Education to ensure that they are aligned towards and delivering their part of the implementation plan
- Positioning SDS as the thought leader in terms of skills policy and planning for critical future growth sectors; demonstrating expertise and innovation
- Representing SDS and enhancing the reputation and mitigating risk to PR of SDS by effective engagement, leading presentations and discussions with external stakeholders at key national and international skills and economic development events
- Secure endorsement and approval for the team’s work through the Skills Planning and Sector Development programme Board and where appropriate Directors Group and SDS Board
- Responsible for all aspects of SDS Governance and compliance in terms of the team’s work plan deliverables including risk management, Continuous Improvement and team reporting
- Act as the point of escalation for any challenges that emerge internally and externally with stakeholders, anticipate and resolve unusual, and often unique challenges
- Develop and maintain a high-performance culture within the team based on developing an expertise in the whole business SDS service offer; deep collaboration with partners and other SDS directorates; on integrity and constructive challenge in multi-partner settings
- As a member of the Senior Management Team for the SP+SD Directorate with responsibility for setting and managing budgets, securing required staff resources and contributing to the strategic direction for and management of the Directorate
- Deputising for the Director of Skills Planning and Sector Development as required in relation to their areas of responsibility
- Responsible for deployment of an overall annual financial budget associated with largely external programme funding attracted to SDS



Partnerships

External

This role will be focused on external engagement across the below organisations and partners at a senior level (Directors/Heads of Service). As Head of Sector Development you will be responsible for leading a strategic, influential, persuasive approach to engagement that secures agreement and minimises conflicts.

- **Scottish Government:** to inform, influence and shape development of skills policy and programmes at a national level; to secure political and financial support to implement actions in pursuit of effective Skills Planning and Sector Development and across the critical sectors. This role will also be the primary contact for SG Climate Change Directorate and act as the point of escalation and decision making for any challenges that emerge. You will also be a lead contact with Economic Development and Skills Directorates in relation to the sectors within your portfolio
- **National Skills Agencies - Scottish Funding Council (SFC) & Education Scotland:** Leading active engagement of SFC colleagues in setting strategic investment priorities between national skills agencies across the sectors covered by Climate Emergency (Green Jobs) and High Value Manufacturing
- **Highlands and Islands Enterprise, Scottish Enterprise & South of Scotland Enterprise:** to ensure alignment of strategic investment priorities across national economic development agencies and national skills agencies in support of key sectors
- **Industry Leadership Groups, e.g. Scottish Manufacturing Advisory Service (SMAS), Oil and Gas ILG, Life Sciences ILG, Construction ILG:** Identify the need for, and create new Industry Leadership structures, lead SDS relationship with existing leadership structures, design and implement approaches to validating demand for skills, particularly work based learning and deeply involving employers in the design and delivery of education including Work based learning, FE, HE and upskilling
- **UK Government Departments:** Lead SDS engagement with UK departments responsible for Climate Emergency (Green Jobs) and High Value Manufacturing to inform, influence and shape development of skills policy and programmes at a national and regional level where appropriate
- **International partners/academics (OECD, other Skills Development and Funding Agencies):** identify and maintain relationships with key international experts and other international skills policy and funding agencies to ensure that SDS's approach to Skills Planning and Sector Development is informed by international best practice



Internal

- SDS Board/ Chief Executive/ Directors: to provide overall leadership and to inform and help shape strategic thinking and planning. To provide robust evidence and insight to shape policy and operations. Requirement to attend relevant Board Committees as necessary
- Skills Planning and Sector Development Programme Board: to inform and shape strategic thinking and planning in relation to the sectors covered by the Climate Emergency and High Value Manufacturing team, in terms of strategy and project portfolio
- Work based Learning Teams/CIAG: to work collaboratively to help shape and influence the development of new, and enhancement of existing, apprenticeship frameworks in their area of responsibility. Identify, design and implement appropriate strategies and approaches to ensuring employer participation in these programmes
- Internal Enabling Services departments including Finance, CPPE and Mar Comms: to ensure that the teams work is effectively communicated, reported internally and risks are properly managed





The successful candidate will be a visible and inspiring leader with relevant programme design and delivery experience gained within the skills, learning or employability environment. The postholder will also require highly developed influencing and interpersonal skills to engender a high level of collaborative working and resolve matters where there are differences in terms of view and approach by the various stakeholders.

Knowledge, Skills and Experience:

Essential

- Strong operational management and strategic leadership skills
- Demonstrable experience of developing strategies, turning them into actions and programmes and delivering successful and impactful results
- The ability to evaluate the effectiveness of strategy in operation and identify and implement changes in response to external factors
- Direct experience of and the ability to operate in a highly politicised environment and work with politicians
- Good understanding of economic drivers of change in relevant sectors, within the role's remit
- Experience of successfully facilitating effective conflict resolution strategies
- Experience of developing strong business cases for key projects, continually seeking ways to create value for the public purse
- An awareness of Scottish Government Skills policies and agenda
- Highly developed communication and interpersonal skills; influencing, negotiation, relationship management and networking
- Strong relationship building with highly effective influencing skills with ability to facilitate collaborative working
- Project Management skills with ability to lead and deliver on large scale funding programmes
- Knowledge of the skills system and economic drivers and impacts

Desirable

- Knowledge of the Inclusive Growth agenda and the challenges that this poses at a regional level
- Knowledge and understanding of SDS's Strategy and ambitions for Work Based Learning
- Clear understanding of Scottish Government's ambitions for key industry sectors and Regional Economic Partnerships

Personal Attributes

- Strategic thinker; considers the long-term impact of plans, actions and decisions
- Results driven and outcome focused
- Acts with personal integrity and the utmost discretion, demonstrating strong values of trustworthiness and reliability

Preferred Candidate Profile



- Encourages and develops appropriate behaviours in line with organisation principles and challenges those who do not
- Customer focused; Builds creative solutions to organisational issues that deliver value for SDS and drives through to implementation
- Considers a diverse range of customer needs to ensure they drives strategic priorities within their team and across the organisation
- Change catalyst with ability to effectively lead and support team through change
- Resilient, with the ability to bounce back from challenging situations
- Excellent judgement, tactical awareness and decision-making skills
- The ability to act as an advocate of SDS both internally and externally with key stakeholders





Salary:	£69,866 – £78,760
Pension:	Career Average Earning Scheme (22.3% employer contribution)
Holidays:	30 Days + 13 Public holidays

The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Livingston James.

Interested candidates should provide a tailored CV to Douglas Adam, Director – Public and Not for Profit Practice at douglasadam@livingstonjames.com

