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| Role Title | Head of E&O Resourcing & Skills Development | | | | |  |
| Job Family | Business Management and Support | Sub Category | Business Management and Support | Grade | D6 | |
| Behaviours | • Communicating and Influencing • Making Effective Decisions • Changing and Improving | | | | | |
| Purpose | To support the head of Business Management in leading a function that delivers optimal capacity and capability of staff for E&O in support of operational delivery. Accountable for the workforce plan and skills development across E&O | | | | | |
| Key Accountabilities | | | | | | |
| <div><div><ul style="list-style-type: none">Accountable for ensuring that staff across E&O are appropriately trained, developed and supported to deliver safely and to a high standardReview future plans to identify and remedy skills gaps, to feed into the workforce plan skills development and capacity planningLeading on stakeholder engagement to ensure that the resource management processes including resource allocation, capacity planning and skills development are fit for purposeWork closely with Head of Business Management to influence and resolve issues that may affect the delivery of E&O projects in regards to skills & resourcing.Lead on the provision of career paths for E&O</div><div><ul style="list-style-type: none">Oversee allocation of resources to ensure optimal utilisation of resource to deliver against customer requirement, matching resource capacity and capability against the future planEnsure Health & Safety is adhered to in the Business Management environment implementing policy and process, in accordance with corporate requirementsLead on the identification of streamlined practices and processes that will improve the effectiveness of E&O in the delivery of revenue for FCDO Services</div><div><ul style="list-style-type: none">Identify and implement improved practices and processes with Business Management SLT to increase effectiveness of FCDO Services with the aim of improving staff engagementDeputising for the Head of Business Management when required.Work with Procurement to develop and negotiate effective third party resource supply arrangements such as framework agreements and strategic partnerships.Leading on the delivery of the workforce plan for E&O ensuring provision of skills required for future products and services</div></div> | | | | | | |
| Authority and Scope | | Internal and External Communications | | | Potential Next Career Moves | |
| <ul style="list-style-type: none">Ensure the appropriate capability and capacity of resource is in place to effectively deliver E&O revenueSign off workforce plan with key stakeholders in E&O operational delivery teamsConflict resolution with resource demand providing solutions to maintain deliveryLine management responsibility for circa three staff and management of related costsEnsure all relevant Health and Safety regulations are observedDeputise for Head of Business Management when requiredLiaise with HRBP to lead on recruitment of the workforce plan ensuring role profiles remain relevant and benchmarked when requiredAccountable for leading on resource management process liaising with other key stakeholders to ensure it remains fit for purposeAchieve resourcing efficiencies , identifying the most cost effective skills resource for projects | | <ul style="list-style-type: none">Head of BM in pursuit of strategic and operational objectivesHRBP’s – to influence WFP and inform training requirementsHead of Business Management & Management TeamHeads of discipline across E&O to remain abreast of current and future skills requirementsE&O SLT to understand aspirations for skills and resourcingProgramme co-ordinator for Future Works to understand pipeline of workEngineering, Security Systems and Innovation & Development to determine future technical skills to ensure that FCDO Services technical products and services can be supportedFinance – Budgeting and compliance with processesProcurement to understand and remain abreast of both and internal external processes and procedures to secure third party frameworks | | | Head of Business Management | |
| Skills | | Qualifications, Knowledge and Experience | | | | |
| <ul style="list-style-type: none">Stakeholder ManagementStakeholder managementResource managementAnalyse, interrogate and evaluate dataStrategic planningCapacity planningFacilitationPlanning and organisingRisk Management | | Essential <ul style="list-style-type: none">Extensive Line Management experienceExtensive Budget Management experienceCapacity Planning & skills gap analysisExcellent planning skillsRecruitment and resource selection experienceStrong communication skills | | | Desirable <ul style="list-style-type: none">Knowledge of other skills group requirements within Ewledge of CDMKnowledge of FCDO ServicesUnderstanding of H&S practicesHR policy knowledgeUnderstanding of resource allocationExperience of training needs analysis | |

Additional Requirements

- Resolution of prioritisation issues providing solutions to deliver all requirements and escalating to Head of BM when necessary,
- Full line management responsibility for the Skills and Development Manager and Resource Manager and indirect line management of their teams.
- Ensure all task assessments and annual appraisals for the staff you manage are completed on time with consistent application of policy.
- Performance issues identified and dealt with appropriately.
- Work with HR Business Partner (HRBP) on recruitment and training plans and overarching HR policies and processes.
- Active participation in the recruitment process for staff within E&O including raising of ATH's, role profiles, setting appropriate scenarios and IPM on interview boards.
- Work with Head of BM and E&O SLT to identify strategic direction for future skills development and accountable for a fully costed training plan.
- On-going professional development to enhance personal skills and knowledge.
- In depth understanding of H&S principles to ensure that they are adhered to and staff understand their responsibilities.
- Maintain own professional development and expertise of the latest technologies and best practice to support and grow the business.
- Responsible for ensuring that all E&O role profiles remain fit for purpose and in line with technical career paths,
- Work with HRBP to ensure recruitment of workforce plan is kept on track and roles are closely aligned to competitor salary rates and external benchmarks are carried out on a regular basis.
- Achieve project resource efficiencies by identifying the most cost effective skills resource for projects.
- In depth analysis of existing skills against capacity to produce training needs and forward training plan for the skills group.
- Take an active role in forecasting capacity requirements and working with the FBP to feed into the RAP process throughout the financial year.
- Leading on the tender process requirements to ensure third party frameworks are in place working with Procurement and other key stakeholders to identify and secure high quality and cost effective third party suppliers to enable E&O to deliver the pipeline of work.