



CASTLEFIELD RECRUITMENT


Hull and East Yorkshire
Combined Authority

Programme Director – Employment, Skills & Healthy Communities

Candidate Pack

December 2025

Job Description

Post Title	Programme Director – Employment, Skills & Healthy Communities
Salary Band	£90,000– £115,000
HEYCA Grade	7
Contract Type	Permanent
Reporting to	Executive Director of Strategy, Devolution & Operations
Service Areas	Strategy, Devolution & Operations Directorate
Political Restrictions	Yes: This post is politically restricted under the Local Government and Housing Act 1989, as amended by Local Democracy, Economic Development and Construction Act 1989 and the post holder may not have any active political role either in or outside of work, specifically may not hold political office.
Line Management Responsibilities	Yes: <ul style="list-style-type: none"> • Adult Skills Fund Team • Connect to Work Team • Employment and employability teams • Healthy Communities Teams

Primary Purpose of Post

This post will take programme responsibility for and lead strategic leadership to the successful implementation of the devolution arrangements in relation to Employment, Skills & Healthy Communities and be accountable for delivery within this area which encompasses the following functions and programmes of work:

- Connect to Work
- Adult Skills Fund
- Local Skills Improvement Plan
- Careers Pathway Redesign
- Post 16 White Paper
- NHS 10 year plan and health integration
- Mayor’s Health Duty and Strategic Commissioning Responsibilities
- Young People (Health, jobs, recreation, mental health resilience, skills) and the Youth guarantee

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- Community Safety
- Sport England, Football Foundation Investments, British Cycling
- Work Well Programme
- Skills Board

The post holder will also support the Executive Team in delivering HEYCA's organisational vision and values, working closely with the Senior Leadership Team to support and link with other programmes of work across the Organisation.

Corporate Responsibilities

- Support the Executive Team in driving forward the key objectives for the Combined Authority.
- Set the Strategic Direction for your programmes of work and cascade to staff.
- Represent HEYCA at a strategic level for your programmes of work and maintain relationships with key stakeholders.
- Take responsibility for making the vision and strategy a reality.
- Clearly link the vision to outcomes that cascade to your teams.
- Act as an ambassador for the organisation at a senior level.
- Set the pace for the drive and determination to deliver.
- Obtain the 'buy-in' from strategic partners; understands their needs and work to design a programme of maximised, holistic benefit.
- Monitor and provide clear, balanced and constructive feedback on individual performance and takes action to deal with performance issues.
- Develop and maintain effective working relationships with the Mayor and elected Members, working to foster a positive and productive interface between the Mayor, Members and officers across the constituent authorities.
- Provide accurate, timely and relevant professional and risk advice to the Executive Team and the Mayor including legislative changes and best practice/innovative approaches to their areas of work which anticipate future needs.
- Promote a culture of political awareness amongst more junior officers to help translate political will into appropriate future strategies and delivery of objectives.
- Build, nurture and maintain effective relationships with local, regional and national partners to optimise the Combined Authority's strategic objectives.
- Influence a range of policy makers, public bodies, partners and suppliers to ensure the Combined Authority is well positioned to meet existing objectives and new challenges.
- Undertake any other duties commensurate with the role. Some additional functions may be incorporated into this role description as the new organisation is established.

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Role Responsibilities

- Lead on behalf of HEYCA on all employment, employability, skills and healthy communities workstreams, providing financial management of funding streams and commissioning appropriately qualified providers to deliver services on behalf of the Mayor.
- Work with the Executive Director of Strategy, Policy and Operations to enable policy to be put into practice, strategies to be translated into delivery plans and to recognise and act on relevant business opportunities.
- Work with the Executive Team on behalf of the Mayor to make allocations to providers in accordance with the conditions imposed on them, including ministerial directions, and the outcomes to be achieved.
- Ensure that all elements of the devolved Adult Education Budget (AEB) and the Funding for Free Courses for Jobs (FCFJ) are accounted for and that readiness assessments are completed on time and effectively, working directly with government to fully comprehend the methodologies for calculating the size of grants to the Region.
- Work with the Executive Team and the Mayor to ensure that preparations for taking on relevant Adult Education functions in a timely basis and that access to implementation funding is assigned appropriately.
- Work with the Executive Team and the Mayor to ensure that HEYCA is operationally ready to administer the AEB and that government is satisfied that the required statutory tests have been met.
- Lead on securing appropriate facilities for further education for adults and for provision to be free in certain circumstances.
- Work with constituent authorities to develop a memorandum of understanding between the Department for Education / Department of Work and Pensions that provides appropriate assurance that the named parties will work together to ensure the future financial stability of the provider base, including for sharing financial risk and managing provider failure.
- Work with the Department for Education / Department of Work and Pensions to commission a local programme of Skills Bootcamps, to be informed by future spending agreements.
- Work with the Executive Team and the Mayor and the designated Employer Representative Body to develop the Local Skills Improvement Plan (LSIP) that will set out the current and future skills needs of the area and how local provision needs to change to help people develop the skills they need to get good jobs and increase their prospects.
- Work in partnership with local Department for Work and Pensions Jobcentre Plus and regional DWP Strategic Partnership Managers to develop and deliver targeted local programmes that meet local needs and complement national employment provision, through devolved funding streams such as the UK Shared Prosperity Fund and the Adult Education Budget to address the unique and diverse challenges across the region.
- Work with the Executive Team and the Mayor to gain enhanced engagement by way of membership of the joint Department for Work and Pensions and Department for Education Mayoral Combined Authority Advisory Group.

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- Work with the Executive Team and the Mayor to lead on understanding and utilising publicly available local labour market intelligence and analysis to support HEYCA strategic priorities and the development of the area's economic framework.
- Lead on the engagement between the Department for Work and Pensions and HEYCA to work together on Hull & East Yorkshire's strategic priorities for employment through continuing regular engagement with DWP Strategic Partnership Managers, the regional Employer and Partnership team in Jobcentre Plus, and strategic labour market partnership teams and consider involvement in the design and delivery of future Contracted Employment Programmes.
- Lead on the continued development of the Hull and East Yorkshire Careers Hub to ensure access to high quality careers, advice and guidance and support long term ambitions around social mobility, raising aspiration and ensuring the future workforce responds to local economic needs, working closely with the Department for Work and Pensions and the Department for Levelling up.
- Work closely with local stakeholders to align careers provision with devolved AEB activities.



Personal Specification

Criteria	Description	E = Essential D = Desirable
Qualifications	<ul style="list-style-type: none"> Professional leadership or other relevant qualification from a professional body. Educated to degree level or equivalent professional experience in a relevant field. Evidence of CPD. 	E E D
Experience and Knowledge	<ul style="list-style-type: none"> In-depth understanding of Employability and employment, skills, healthy communities and governance in the public sector. Comprehensive knowledge of legislation, regulations, and best practices related to Employability and employment, skills and healthy communities' activities. Strong understanding of relevant programmes of work including the Adult Skills Fund, the Connect to Work programme, Careers Pathway Redesign, the Work Well Programme and the Post 16 White Paper. Strong understanding of the challenges related to achieving and maintaining work in a healthy way in a mixed urban and rural region with high levels of deprivation. Strong understanding of the political environment locally, regionally and nationally and the principles and ambitions of the Devolution agenda. 	E E E E E
Skills, Abilities and Personal Attributes	<ul style="list-style-type: none"> Excellent leadership and strategic thinking abilities, with a proven track record of delivering results. Strong analytical skills, capable of interpreting and presenting complex data effectively. Excellent influencing and negotiation skills, with the ability to build consensus across diverse stakeholders. Proficient in local government and NHS management and governance, ensuring alignment with organisational and statutory requirements. Collaborative approach to leadership, fostering teamwork and shared accountability. Commitment to innovation, inclusivity, and continuous improvement. 	E E E E E E

Personal Specification

Criteria	Description	E = Essential D = Desirable
Commitment and Behaviour Competencies	<ul style="list-style-type: none"> • We do it when we say we will. • We aim for excellence. • We keep people informed. • We strive to learn and develop. • We give and receive constructive feedback and act on it. • We treat others with respect and dignity at all times. • We will be open and honest in a respectful manner. • We will behave compassionately to our colleagues, teams and the people we serve. • We will maintain confidentiality. • We will ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act. • We will behave according to the Employees' Code of Conduct. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Note: This Job Description is not exhaustive, and employees will be expected to undertake other responsibilities commensurate with the seniority of the post.

Benefits

Annual Leave

Your annual leave entitlement depends on your continuous service date as shown in the table below:

- Threshold Days per Annual Leave Period
- Initial days per annual leave period (wte) 28
- Upon reaching 5 years' continuous service* (wte) 30
- Upon reaching 10 years' continuous service * (wte) 33

In addition, you are entitled to eight national public holidays plus two extra statutory days. Where your contractual hours are less than 37 hours per week, your entitlement to annual leave and public holidays is calculated on a pro rata basis.

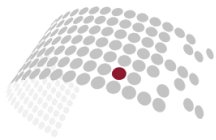
The annual leave year period is from 1 April to 31 March. You must take any outstanding leave to which you are entitled before your employment is terminated. Only in exceptional circumstances will payment be made.

New employees of the Combined Authority shall be entitled to annual leave proportionate to the completed months of service during the leave year of entry, that is 1/12th of full entitlement for each completed month of service and thereafter on a normal scale (e.g. commenced 10th June: leave entitlement for that leave year is 9/12ths of total annual entitlement – July to March inclusive). Fractions of a day must be rounded up to the next full day.

Pension

If you have a contract of more than 3 months duration, you will automatically become a member of the Local Government Pension Scheme (LGPS), unless you have completed and returned an opt-out form which is available from www.erpf.org.uk or the Pensions Team on 01482 394113. If you have a contract of less than 3 months, you may choose to join the LGPS and should obtain an opt in form from www.erpf.org.uk and send to Employment Services (Transactional), Room BG19 County Hall Beverley HU17 9BA. You should read the guide to the LGPS that gives you information on the benefits available to you.

In addition to contractual enrolment into the LGPS, the Combined Authority operates the Government's Automatic Enrolment regulations.



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Get in Touch

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