

Financial Services Skills Commission (FSSC) Job Description & Person Specification

Programme Director

Date prepared: June 2021

Document Status: final

Job title:	Programme Director
Reporting to (job title):	Chief Executive
Manages:	Policy Executives (currently x2 staff, 1.4 FTE)
Objective of role:	To lead the ongoing management and delivery of the Commission's workstream activity to achieve the objectives and ambitions of the Financial Services Skills Commission. Provide high-quality leadership for workstream activity and building a network of relationships to improve skills in UK Financial Services.

Overview

The Programme Director role is a high profile, influential and exciting opportunity in the Financial Services Skills Commission, which is working at the heart of the UK Financial Services sector to improve skills in the industry.

You will lead delivery of activity to achieve the ambitions of the Financial Services sector on skills as we work with our members and others to grow and diversify the pool of talent in the UK. As a Programme Director for the organisation you will be responsible for leading and managing our workstreams. This involves planning, managing and coordinating activity, employing project management approaches to drive delivery, maintaining an open and collaborative set of working relationships, and working with members to develop content that furthers our agenda within member firms.

You will also play a key role in positioning us as a leading thinker on skills for Financial Services to support the sector's priorities. The role involves regular engagement with our members, business leaders, industry bodies such as trade bodies and regulators, education and training organisations, government officials and other stakeholders to inform our positions and share intelligence on the skills policy landscape.

Key Activities & Responsibilities

- Lead, manage and coordinate the work of FSSC workstreams to deliver the Commission's ambitions and business plan.
- Provide high quality advice to the Chief Executive, Board, Advisory Group, workstream sponsors and workstream members.
- Develop, maintain and deliver a project plan for each workstream ensuring an appropriate plan is in place and work is delivered to agreed deadlines, priorities and resources.
- Establish a collaborative set of working relationships with members and partners, including deep and effective working relationships with the Board, Advisory Group, workstream sponsors and workstream members.

- Establish, manage and maintain a strong network of stakeholders (primarily government and private sector) to support our work.
- Lead on the development of content when required and provide input to content generated by others to ensure FSSC output is high-quality and high impact.
- Work with the Policy & Research Manager to measure the impact of the activity in our workstreams and adoption of our content within member firms and to secure additional data and analysis to inform workstream activity.
- Work with colleagues to secure new members and help retain existing ones.
- Work with the Communications Director to develop the creation and management of a programme of regular communication with workstream members.
- Act as a strong ambassador for FSSC and, where relevant, attend events and summits to represent the work of FSSC.
- Manage Policy Executives supporting workstream activity.
- Apply change, risk and resource management principles when needed.
- Keep senior management, Board, AG and workstream sponsors informed of progress with detailed, accurate reports and presentations.
- Keep up to date with developments on skills, talent etc relating to the FSSC workstream activity to inform our work and position FSSC as a leading thinker, innovator and influencer on skills in Financial Services.
- Play an active role in the operation of FSSC alongside other employees and in support of the Chief Executive carrying out other duties as reasonably instructed.

Key Relationships & Interfaces

Internal:

- FSSC Board, Advisory Group and Metrics Group
- Workstream sponsors
- Workstream working groups
- Communications Director and other FSSC staff

External:

- Policy and Public Affairs teams at TheCityUK and City Corporation
- Individuals in member firms
- Education and training sector stakeholders
- Government departments and agencies relevant to skills (national and regional)
- Industry bodies and stakeholders

Person Specification

Knowledge

- Experience of successfully working with a range of stakeholders on collaborative projects is essential.
- Experience of successfully leading, managing and delivering complex projects with multiple stakeholders is essential
- Experience of working and building relationships with a diverse range of stakeholders, including with senior figures is essential.
- Knowledge of the skills & talent landscape/ HR is desirable
- Experience of working with employers to develop skills and training solutions is desirable.

- Experience of working with government, education and training providers, accreditation bodies, professional bodies etc on skills development is desirable.
- Awareness of how skills feature in commercial considerations is desirable.

Skills

- Excellent project management skills
- Ability to manage complex projects and teams with multiple outputs, deadlines and stakeholders
- Proactive approach with ability to drive work with other stakeholders/ partners
- Senior stakeholder engagement & management
- Clear and persuasive oral communication and presentation
- Effective at planning, organisational and time management, self-starter, prioritises tasks, attention to detail, takes responsibility and ownership
- Strong interpersonal, teamwork and influencing abilities
- IT literacy (Microsoft, MS Office)

About the Financial Services Skills Commission

The Financial Services Skills Commission is an independent, non-partisan, member-led body, representing the UK financial services sector on skills. We work directly with the sector and advocate for innovative collaboration to ensure that businesses have the talent and skills it needs for the future. www.financialserviceskills.org