



Job description	
Job title	Knowsley Works Manager
Grade	PMG 1
Directorate	Regeneration and economy Development
Section/team	Employment Initiatives
Accountable to	Head of Employment Initiatives
Responsible for	Responsible for the day-to-day management and development of the Knowsley Works Team and support the delivery of exacting targets as reflected in contracted delivery and the Employment Delivery service plan.
Date reviewed	20/2/2025

Purpose of the Job

The purpose of the job is to support the team by:

- Managing the Knowsley Works team, to ensure residents are supported into employment.
- Work with businesses and key industry sectors across the Liverpool City Region to create opportunities for growth and employment.
- Creating and maintaining relationships with key partners and employers across the Liverpool City Region.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To line manage and support the Knowsley Works team.
2. To support the Head of Service and Compliance Manager to manage resources and ensure financial targets are met.
3. To support the Senior Management Group in the development and implementation of strategies, plans, policies, procedures, relevant to the work of the Service.
4. To write bids for external funding to bring in resources to supports the council's aims and objectives around supporting local residents into employment.
5. To develop employment programmes to maximise outcomes for the benefit of Knowsley residents.



6. To ensure that all information, advice and guidance given in the Knowsley Works Centres and on an outreach basis, is appropriate and of high quality
7. To ensure all staff involved are effectively managed and supported and that they are trained to deliver the advice and guidance needed in each area.
8. To present at formal council meetings.
9. To promote joint working and delivery on the ground, with partners including Jobcentre plus and the voluntary and community sector in particular.
10. To participate in appropriate partnership groups as and when required.
11. To produce clear and precise reports as and when required.
12. To address HR issues with the support of the HR team concerning any member of the Knowsley Works Team as and when required.
13. To promote the service through events, which involves elected members, chief officers, and other senior managers in the Council
14. To be responsible for the security of data collected and held by the service.
15. Any other duties that is appropriate to the level of the post.

Health and Safety

- To ensure suitable and sufficient risk assessments are conducted taking into account employee's capabilities.
- To ensure risk assessments are in place for outreach working and the delivery of services from Knowsley Works centres.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.



- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.