



JOB DESCRIPTION

Job Title:	Skills & Talent Manager
Division:	London Office of Technology and Innovation
Pay Band:	Band D, £50,721 per annum
Responsible to:	Delivery Lead: Digital Innovation
Location:	London Councils 12 Arthur Street, London, and remotely.
Duration:	Two years fixed

About LOTI

LOTI is London local government's collaborative innovation team. We help London borough councils and the Greater London Authority (GLA) use innovation, data and technology to be high performing organisations, improve services and tackle London's biggest challenges together. We connect more than 1,500 local government colleagues online and in person, helping them to share knowledge, build capacity, run projects and influence change together. Read all about our activities at: <https://loti.london/>.

Job Purpose

If London boroughs are to realise the full benefits of technology, data and innovation, it's vital that they have access to people with the right skills, experience and knowledge. Yet many struggle to recruit, develop or access the talent they need.

In response, LOTI has supported boroughs with a number of initiatives, including: identifying great recruiters they can work with; brokering pan-London apprenticeship schemes; finding high-quality training opportunities; hosting careers events and developing a LOTI jobs board and job description library.

We now seek a dedicated Skills and Talent Manager to help us build on this work and expand the range and breadth of what we do to provide boroughs with the talent they need. The role will deliver on existing initiatives, while also having the creative space to shape new programmes of work that respond to the needs of London borough councils' digital, tech, data and innovation teams.

How We Work

The LOTI team is currently made up of 10 people. While being small, LOTI can draw on the time, ideas and energy of dozens of people from across all our members. We are committed

to being a high performing team, constantly reviewing, learning and adapting our ways of working, and operating in a high-challenge, high-support culture.

Principal Responsibilities

Reporting to LOTI's Delivery Lead for Digital Innovation, you will lead our work on Skills and Talent.

1. Identify, contract and oversee the work of recruiters who can support LOTI boroughs with their hiring needs. Manage and assess borough requests for recruitment support and direct them to the appropriate recruiter. Develop LOTI's overall recruitment offer in response to boroughs' needs.
2. Ensure all Digital, Tech, Data and Innovation jobs being offered by LOTI members are added to and promoted via the [LOTI jobs board](#) and analyse the roles and associated salaries for trends.
3. Help boroughs take an informed, strategic and inclusive approach to the structure and composition of their teams in Digital, Tech, Data and Innovation functions. Research best practice and help develop and curate LOTI's [library of job descriptions](#).
4. Design and manage careers events and other initiatives to promote the benefits of working in local government digital, tech, data and innovation roles to diverse audiences. Represent the LOTI community at external careers events.
5. Develop creative ideas and initiatives for meeting skills gaps in key areas where boroughs are finding it consistently hard to recruit permanent staff.
6. Work with the LOTI team and its partners to arrange, design and/or deliver high-quality professional training opportunities for LOTI members. Curate and promote other interesting training and professional development opportunities available to boroughs.
7. Help boroughs make effective use of apprenticeships, identifying training providers, and supporting or initiating pan-London schemes.
8. Support the design and running of LOTI's communities of practice in key skills areas where boroughs would like their colleagues to network with their peers. Explore the feasibility of establishing related schemes such as a pan-London mentoring programme.
9. Conduct research related to recruitment, skills and talent development to help boroughs adopt leading practice, learning from other councils as well as other sectors and geographies. Present insights back to LOTI members in written and oral form.
10. Research and find answers to questions boroughs raise about skills and talent. Build strong relationships with Digital and HR colleagues, as well as expert external partners to ensure LOTI has access to expert insights.

Supporting the LOTI Team

11. Support broader LOTI team activities, such as helping facilitate workshops, assisting at events and contributing to LOTI's wider work and mission.

12. Help the LOTI team incorporate elements of skills and training into their own work and projects.

Organisational Responsibilities

- To adhere to London Councils' policies, procedures, regulations and protocols in the discharge of all duties, in all aspects of work, including the Data Protection Act 2018.
- To take care at all times to uphold health and safety at work for self and others and observe London Councils' Health and Safety policy and related procedures.
- To uphold the highest standards of ethical conduct in line with the expectations of a local government officer and to adhere to such standards in order to uphold the reputation of London Councils and local government in London.

About You

To be our ideal candidate you'll:

- Be a people person! Thriving on meeting and developing productive working relationships with new people and organisations. You'll have strong interpersonal skills, with an emphasis on diplomacy and empathy.
- Have a solid understanding of what good training and skills development looks like, and an eagerness to develop new solutions in the skills, development and recruitment space.
- Be credible talking to council IT and digital teams about digital topics and comfortable with technical terms and language.
- Have buckets of creativity and initiative. You'll be proactive in spotting opportunities, comfortable designing new initiatives and approaches based on LOTI members' feedback and needs.
- Be highly organised and able to stay on top of multiple projects and opportunities at the same time.
- Enjoy problem-solving in new, complex and sometimes ambiguous environments where both creativity and pragmatism are required.
- Have experience in designing and running effective events and workshops.
- Be comfortable working flexibly to meet the evolving needs of a small and fast-moving team, managing a mixed and varied workload, and responding to a range of stakeholders.
- Be committed to constantly learning and honing your craft.

Note

This job description may be subject to review in light of changing circumstances. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the post-holder works. Other duties appropriate to the post may be assigned from time to time.

Hybrid working

As a team that strives for high performance, LOTI team members are encouraged to work where they can be most effective, whether that be in the London Councils' office, at a borough site or remotely. We also know that strong teams need to spend time with each other. The whole LOTI gets together in person at least once a fortnight, and holds two in-person Team Away Days each year. LOTI team members additionally need to be available to help with in-person events, workshops and meetings in London with reasonable advance notice.