

## JOB DESCRIPTION

### REGIONAL MIGRATION MANAGER

#### EAST MIDLANDS STRATEGIC MIGRATION PARTNERSHIP

#### **1. Purpose of Role**

- 1.1 To develop and manage work programmes to ensure full delivery of the objectives set out in Home Office grant agreements covering the East Midlands Strategic Migration Partnership of East Midlands Councils including but not limited to asylum seekers, resettlement programmes and broader migration.
- 1.2 To build and maintain strong, effective networks with relevant national and local stakeholders to ensure regular, well-informed, influential two-way dialogue on strategic migration issues between Home Office, East Midlands local authorities and partner organisations.
- 1.3 To manage delivery of proactive support to help East Midlands local authorities respond to migration needs and challenges by identifying & sharing good practice, making links across policy areas and identifying impact for partner agencies and local communities.
- 1.4 To act as principal adviser to EMC Regional Migration Board and Executive Board on migration policy and the related opportunities and challenges for East Midlands local authorities.
- 1.5 To manage staff, budgets and governance structures to ensure EMC meets its delivery, reporting and financial targets.

#### **2. Main Duties and Responsibilities**

- 2.1 Develop and maintain strong partnerships, building regional and sub regional networks that link East Midlands and national stakeholders to support effective delivery of the strategic migration services specified in EMC's Home Office grant agreements.
- 2.2 Lead on developing initiatives to support long term settlement of asylum seekers and refugees via East Midlands local authorities, with priority given to Home Office requirements as set out in the EMC grant agreement.

- 2.3 Identify and disseminate emerging good practice to help East Midlands local authorities deliver effective migration services.
- 2.4 Identify and develop opportunities to increase funding/resources available to support East Midlands' local authorities and partners deliver on asylum and refugee resettlement programmes.
- 2.5 Provide objective advice and information to East Midlands Regional Migration Board Chair, Vice Chairs and wider East Midlands' senior councillors and officers on emerging migration issues, including opportunities and challenges for the East Midlands arising from new legislation or guidance.
- 2.6 Maintain effective governance within EMC and its Strategic Migration Partnership, ensuring all relevant partners are engaged on the development and delivery of its work programme.
- 2.7 Establish and maintain, as appropriate, regional/sub regional groups, co-ordinating agendas and chairing meetings as required and keeping membership under review to ensure the groups remain relevant to the work programme of the EMSMP.
- 2.8 Consider, inform and respond to national strategic migration consultations, ensuring East Midlands views help influence national policy development.
- 2.9 Support Local Authorities and partners in the planning and delivery of ESOL to meet the needs of existing and future migrants.
- 2.10 Capture and share expertise and best practice of those supporting formal and informal language training for migrants including building relationships with further education colleges, third sector, voluntary and private organisations.
- 2.11 Ensure EMC meets the conditions and reporting requirements as set out in the grant agreement with the Home Office, including activity/financial updates and risk registers.
- 2.12 Represent EMC at external events/meetings/ conferences at regional and national level to ensure East Midlands needs are recognised and help inform national policy development and initiatives.
- 2.13 Manage EMC staff, resources and budget, including overseeing delivery of any operational programmes (for example, resettlement and the National Transfer Scheme for UASC).
- 2.14 Deputise for the Chair of the Regional Migration Board on occasion as required.

2.15 Regularly evaluate EMSMP performance against strategic objectives and targets to identify opportunities for continuous improvement/ development.

2.16 To identify further funding and resource opportunities.

### **3. Person Specification**

#### **a) Experience**

3.1 Demonstrable track record in strategic migration or relevant/related policy areas.

3.2 A proven understanding of the legislative framework governing migration in the UK.

3.3 Experience of working with a wide range of partners, including councillors/MPs of all parties, senior officers, civil servants and voluntary sector agencies.

3.4 Understanding of relevant policy and legislation frameworks.

3.5 Experience of politically-led decision making structures.

3.6 Experience of providing briefings and draft submissions for high level meetings.

3.7 Record of achievement in partnership development and management.

3.8 Experience in analysing and interpreting data and trends to illustrate and identify strategic priorities.

3.9 Experience of project and programme funding and management.

3.10 Experience in managing priorities and team performance to meet deadlines.

#### **b) Skills & Qualifications**

3.12 Degree level education OR significant work experience in the migration and/or related policy environment.

3.13 Advocacy and partnership management.

3.14 Integrity and confidentiality on politically sensitive matters of national and local importance.

3.15 Negotiations and influencing skills in achieving consensus views on key issues with councillors/officers.

- 3.16 Ability to manage a small team of policy officers.
- 3.17 Ability to manage budgets, programmes and financial reporting.
- 3.18 Ability to work under own direction and initiative.
- 3.19 Ability to provide and present high quality advice and information for senior councillors, chief officers and partner agencies.
- 3.20 High level of IT skills in packages such as word, Excel, PowerPoint and Outlook.