

FloridaWest
(Economic Development Alliance)
Job Description

Employee Name:

Job Title: Director, Workforce Innovation
Reports To: Scott Luth, President/CEO, FloridaWest
FLSA Status: Exempt
Department: Economic Development
Prepared By: Scott Luth
Prepared Date: September 2018

Purpose:

Responsible for developing, implementing and leading programs and strategic alliances with area business, industry, government and educational institutions in support of FloridaWest's workforce development initiatives throughout the Pensacola Metropolitan Statistical Area.

Responsibilities

- Foster strong working relationships with educational institutions in the region. Serve as a conduit between primary business/industry and the K-20 education pipeline; communicating industry trends, influencing and aligning curriculum and connecting resources.
- Conduct existing industry/business visits in Escambia and Santa Rosa counties to gauge concerns and opportunities regarding workforce development, in cooperation with Gulf Power, the Santa Rosa EDO, and the CareerSource Escarosa Business Services Team.
- Provide technical support and guidance to existing companies and economic development projects in the matters of workforce training grants, community resources, data & research, etc.
- Partner on regional workforce development efforts and projects such as Northwest Florida Manufacturers Association, Triumph Gulf Coast, Cyberthon and Worlds of Possibilities Career Expo. This position may also serve on various community workforce committees as assigned.
- Provide leadership to Achieve Escambia's Career Readiness Collective Action Network; facilitate project development and implementation, convene partners and track outcomes.
- Provide expert insight to businesses and economic development projects on state workforce initiatives relating to available programs and incentives, such as Veterans Florida Workforce Training Grants, Florida Ready to Work, Florida Flex (Quick Response Training, and Incumbent Worker Training); track grant and incentive dollars awarded to companies in the MSA.
- Develop and implement an evaluation system with key performance metrics for the on-going assessment of the effectiveness, and subsequent refinement, of workforce training and development programs and services.
- Develop and manage timely workforce data and analytics to market the greater Pensacola region, including local and regional training program enrollments and completers and military transition data.
- Engage with the *Greater Pensacola Career Pathways* initiative to include partner relations, content development, in-service training and creative outreach. May lead and/or participate in grant writing activities.

- Proactively lead frequent meetings with industry, business and human resources leaders to communicate workforce development trends, identify and address workforce gaps, and align targeted training needs and resources.
- Coordinate targeted training for companies who need to “train to retain” with particular focus on mid-level management and supervisors; engage training partners in coordination and delivery of such training.
- Provide strategic support to regional workforce development partners: all partners in education, CareerSource Escarosa, City of Pensacola, Escambia County and industry business associations.
- Lead and convene community response teams for economic development project’s workforce development needs; identify hiring compilation, timeline, hiring requirements and an affiliated community plan to meet and sustain the company’s workforce needs.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict other tasks that may be assigned.

Contacts

FloridaWest Staff members: Continuous contact with staff in a team-oriented environment, providing information and assistance as required.

Customers: Contacts with walk-ins, phone calls, local business people, scheduling of appointments, requiring courteous, professional communications.

Volunteers: Contact with volunteers is extensive including frequent communication with task force leadership and members, scheduling appointments, preparation of agendas, notification of meetings, assistance with event organization and set up.

Accountability

This individual reports directly to the Chief Executive Officer of FloridaWest. Assigned work is performed independently and the individual must exercise initiative and judgment in the performance of duties. This employee is responsible for determining the urgency and priority of workload.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- Bachelor's (or other advanced) degree in business, education, public relations, marketing or a related field, or the equivalent combination of education, training, and/or experience.
- 5+ years of experience in providing leadership and management in the private, non-profit, education and/or governmental sector. Strong knowledge of workforce and community/human development.

Computer Skills

To perform this job successfully, this position should have knowledge of Windows XP (at a minimum); all aspects of the Microsoft Office Suite (Word, Excel, Power Point, Outlook, etc.) Adobe; and the ability to navigate the Internet.

Job Knowledge/Skills

- Highly motivated self-starter that can also work collaboratively in a team environment.
- Possess strong team orientation with the ability to collaborate, influence, build consensus and negotiate
- Visionary with new and creative ideas for developing workforce-training programs and partnerships
- Excellent communicator, able to establish relationships quickly and form strong partnerships, including building and maintaining collaborative working relationships with highly diverse stakeholders
- Demonstrated experience in establishing partnerships and collaborations with business, industry, and public agencies in workforce development and training projects
- Ability to lead, plan, coordinate, and prioritize multiple projects while keeping appropriate stakeholders apprised of status on a regular basis
- Ability to effectively present information in various settings
- Strong working knowledge of career and technical education and/or workforce development issues

Work Environment

The work environment is in an office setting, primarily sitting at a desk in front of a computer and involves frequent interaction with other staff members and customers. Work performed may be frequently disrupted by phone calls, staff, customer, and volunteer visits. The noise level in the work environment is usually moderate.

Physical Demands

Work is performed primarily in a sitting, stationary position in front of a computer. Frequent standing, stooping, climbing, and balancing may be required. Travel to local businesses is required. May, at times, be exposed to outdoor weather conditions.

Work Hours

Usual work hours are Monday – Friday, 8 a.m. to 5 p.m., with one hour off for lunch. Early mornings and late evenings may be required.