**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Employer Engagement Officer | **Grade**: SO2 |
| **Section:** South London Partnership | **Directorate:** Chief Executive |
| **Responsible to following manager:**Integration Hub Lead | **Responsible for following staff:** N/A |
| **Post Number/s:** | **Last review date: April 2024** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The South London Partnership (SLP) is a cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames, and Sutton. It has a small core team working closely with politicians, chief executives, senior managers, and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including, health, economy, skills, and transport. The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need.

The South London Integration Hub is an exciting project, forming part of the Mayor’s London Recovery Missions and the ‘No Wrong Door’ approach to employment and skills support, to be delivered across the five SLP boroughs. At present, the employment and skills landscape is complex, fragmented, and difficult for Londoners to navigate. This means that Londoners often struggle to access the support that could best meet their needs, and that services are not as coordinated as they could be.

The Integration Hub (IH) approach has been developed to address the information and communication failures and the structural and service deficiencies in the skills and employment system. The Integration Hub will drive integration, boost partnership working, create high-quality referral pathways, strengthen practitioner know-how and embed resident and service user voice into strategic planning and service delivery.

The Employer Engagement officer will be key to:

1. **Strengthen pathways for residents into employment and skills support.**
* To proactively generate, develop and strengthen relationships with new and existing employers.
* To be the point of contact advice, information, and support for employers, enabling and supporting them to create new opportunities for residents and/or feeding into the Local Skills Improvement Plan.
* To promote the value of widening the recruitment pool and support the growth of a more diverse workforce.
* Identify job, work experience, work placement and apprenticeship opportunities.
* Research key industries and work with the SLP Strategic Lead to identify new and emerging skills and vacancy gaps.
1. **Integrating Networks to Improve Provider and Stakeholder Collaboration**
* Support the IH Lead to develop skills and employment networks and identify shared principles to seek out collaborative approach to skills and employment in south London.
* Support south London business networks, anchor institution and large employers to connect to the work of the IH by organising/attending meetings, providing communications and updates to stakeholders.
* Improving cross referrals between employment support and skills providers into employment opportunities through agreed referral framework and practices
1. **Highlighting skills and employment support available in south London**
* Support the development of communication strategies to ensure residents, practitioners and employers can easily access information about skills and employment opportunities.
* Gather information to support the creating of repository of resources and information for employers.

**Specific Duties and Responsibilities**

* We are looking for a confident individual, capable of creating relationships with local employers, employer representative groups and engaging with our community of providers and support organisations.
* Ensure that employer engagement activity is shared across South London Partnership and work closely with other SLP programmes to coordinate employer engagement.
* Develop mechanisms and systems in partnership with the Integration Hub Officer to communicate to employers to promote opportunities.
* To work with the Integration Hub Lead and Integration Hub Officer to deliver an ambitious programme of events, communications, and partnerships to encourage uptake of employment and skills opportunities across South London
* Ensure that the South London partnership offer to employers is publicised and shared across South London
* You will be skilled in building relationships as well as maximised existing networks of employers to communicate opportunities.
* Assist in the preparation of reports and communication materials.
* Plan and deliver online and in person events.
* Plan and deliver employer engagement projects including achievement of targets and impact evaluation, on time and within budget.
* To encourage employers to engage with SLP programmes and ensure that they are aware of the benefits of engagement.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive, and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

Although a flexible hybrid role you will link with employers across South London, deliver and attend events and meeting, therefore travel across South London will feature regularly within your work.

The position is advertised as full time however we are committed to a flexible working approach and welcome applications and work patterns from individuals who may wish for part time/compressed or alternative work patterns.

**Team structure**

**Person Specification**

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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| An understanding of the skills and employment landscape locally, regionally, and nationally | E |  | A/I |
| An understanding of relevant local and national policy relating to skills and economic and the issues and barriers to employment faced people | E |  | A/I |
| An ability to actively learn and research to increase understanding of subject matter |  |  |  |
| Knowledge of human resources or organisational development |  | D |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Demonstrable experience of engaging and building relationships with a range of stakeholders such as including local authorities, voluntary community sector organisations, businesses, employment support providers and skills providers | E |  | A/I |
| A strong track record of stakeholder engagement and management  | E |  | A/I |
| A track record of working on projects and achieving targets related to the project.Experience of supporting or leading projects | E |  | A/I |
| Experience of organising and facilitating events and meetings with internal and external stakeholders, including arranging facilities and setting agendas | E |  |  |
| Experience of working within employment and skills sector |  | D |  |
| Experience of working with or for an employer representative body |  | D |  |
| Experience of working within Local Authority |  | D |  |
| Experience of organising and delivering events | E |  |  |
| Experience of producing communications through a variety of media (print and online) | E |  |  |
| Experience of facilitating networks | E |  |  |
| Experience of producing agenda, reports, and newsletters | E |  |  |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Excellent interpersonal, presentation and communication skills  | E |  | A/I |
| Ability to think strategically and prioritise  | E |  | A/I |
| Excellent negotiation and stakeholder management skills with the ability to influence and work effectively with key partners | E |  | A/I |
| Ability to seek out and actively collaborate for shared outcomes | E |  | A/I |
| Reliable and flexible: ability to work to tight deadlines and agile to accommodate incoming priorities  | E |  | A/I |
| Able to produce plans and timetables of own work and revise plans based on programme priorities | E |  | A/I |
| Able to identify and mitigate project risks, working collaboratively to find solutions. | E |  | A/I |
| Excellent customer service skills and able to build relationships at all levels, both internally and with a range of external stakeholders to develop a collaborative network and shared objectives. | E |  | A/I |
| Proactive, with the ability to work independently, managing and adapting conflicting priorities and deadlines | E |  | A/I |
| Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment. | E |  | A/I |
| Competent use of a range of digital and IT and social media platforms to improve awareness of the Integration Hub | E |  | A/I |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Minimum of Level 2 in foundation skills (English & Maths) | E |  | **A/C** |
| NVQ level 3 or equivalent in an appropriate qualifications or equivalent relevant professional qualification or experience  | E |  | **A/C** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**