**Job Profile**

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| **Provisional Job Title:**  **Business Engagement Officer (Construction) x 1** | **Grade**:  **SO2** |
| **Section:**  **Economic Development Office** | **Directorate:**  **Chief Executive Group** |
| **Responsible to:**  **Employer Engagement Manager (Construction)** | **Responsible for:**  **N/A** |
| **Post Number/s:**  **RWH0033** | **Date: December 2019** |

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

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

To provide a screening and matching service for those seeking employment and Construction employers seeking to recruit to ensure that local residents registered with the Wandsworth employment brokerage service are able to access employment.

**Specific Duties and Responsibilities:**

1. To work with residents registered with the Wandsworth employment brokerage service, matching their aspirations, knowledge and experience with the skills required by local construction employers
2. To work closely with developers, main contractors and subcontractors on construction developments in Wandsworth and Nine Elms to ensure they are providing job, apprenticeship and work experience opportunities for local residents and match their requirements to those residents registered with the Wandsworth employment brokerage service
3. To develop and maintain a good knowledge of current customised training opportunities, advice and guidance, CV preparation, job readiness preparation and personal development courses available in Wandsworth to be accessed by candidates.
4. To provide a professional brokerage service, at all times, to construction employers and to job seekers, ensuring that they are given correct information relating to the service offered and their eligibility. Managing and maintaining a computerised database of registering clients and employers
5. To project manage programmes that assist local residents into employment, promoting programmes that ensure an integrated and co-ordinated approach to meeting current and future skills needs of businesses and improve access for local residents in existing and future employment opportunities.
6. Work closely with construction sites to get forecasting information in feed into planning for future job and training needs.
7. To direct, as required, apprentices or other work placement opportunities within the team to manage their day-to-day activities. In addition to manage recruitment campaigns including the planning of resources and supervision of staff as required.
8. To facilitate events and deliver presentations, that will raise awareness of our integrated approach to meeting current and future skills needs of businesses and improve access for local residents to existing and future employment opportunities to schools, steering groups and partners.
9. To undertake any other duties as directed commensurate with the grading of the post including some out of hours work – sometimes at short notice.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the Borough’s of Wandsworth and Richmond services.
* To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

Occasional evening or weekend work is required e.g. attendance at community events.

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge** | |
| Current knowledge of the construction industry and the challenges of recruiting within the industry | A/I |
| Understanding of job readiness and how clients are prepared for the construction job market | A/I |
| **Experience** | |
| Experience of developing, maintaining and updating information databases. Identifying customised training opportunities, advice and guidance, CV preparation, job readiness preparation and personal development courses for a range of people at different stages of their return to work. | A/I |
| Experience of working with the construction industry, ideally in a recruitment capacity | A/I |
| **Skills** | |
| Ability to deliver a professional job brokerage service to both construction employers and candidates, working closely with employers to identify job opportunities, skills gaps and local growth sectors | A/I |
| Ability to work with training providers, voluntary and community organisations and other local organisations to enable local people to access available opportunities | A/I |
| Ability to respond effectively and efficiently to any number of tight deadlines within a pressurised environment. | A/I |
| **Qualifications** | |
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