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

**Job Description**

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| **Job Title:**  Employer Engagement Officer | **Grade**:  SO2 |
| **Section:**  Lifelong Learning | **Directorate:**  Children’s Services |
| **Responsible to following manager:**  Work Based Learning Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:** | **Last review date:** |

**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**

This operational role is a key part of the Lifelong Learning employer engagement strategy that aims to increase the number of learners directly trained by the Council service. The post holder will establish and maintain employer links to enable an increase in the number of apprenticeships and/or employer placements for young people. This role will require strong communication and negotiation skills as key relationships are established and developed with employers.

**Specific Duties and Responsibilities**

* Actively seek and build new partnership opportunities with employers which enable Wandsworth Council Lifelong Learning to grow and improve its apprentice numbers in line with agreed targets.
* Establish, build and maintain relationships with existing employers and potential new employers, to meet the requirements of Wandsworth Council Lifelong Learning’s contracts and the targets for growth set by the Work Based Learning Manager.
* Work closely with Tutors to ensure that they are fully briefed on apprenticeships/placements, new employers and possible sign ups as they become available.
* Support Tutors in matching learners to the placements and standards to ensure a positive experience for both the learner and the employer.
* Track progress of each vacancy providing a summary report to the Work Based Learning Manager on a monthly basis.
* Manage the on-going relationship with the employer offering the vacancies and training opportunities for members of their businesses. Act in a timely and effective manner to troubleshoot any issues that may occur.
* Gather feedback from employers on the recruitment, sign up and training processes to enable Lifelong Learning to quality assure the programme that is being offered.
* Undertake other duties which may from time to time be required to ensure the effective and efficient operation of Lifelong Learning.

**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 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**

N/A

**Current team structure**

See The Loop

**Person Specification**

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| --- | --- |
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| **Responsible to:**  Work Based Learning Manager | **Responsible for:**  N/A |
| **Post Number/s:** | **Last Review Date:** |

**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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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Excellent knowledge and understanding of ICT and social media and how it can be used to promote opportunities to young people and employers. | A/I |
| Excellent knowledge of apprenticeships and other work based learning qualifications funded through the SFA. | A/I |
| **Experience** | |
| Experience of working with employers to secure placement/job and training opportunities and a good understanding of working with learners with diverse needs. | A/I |
| Experience of working with a wide range of personnel including education/training providers and employers. | A/I |
| Experience of planning events, developing marketing materials, including e communications, and presentations to stakeholders and clients. | A/I |
| Experience of working effectively in a demanding environment, coping with conflicting demands and meeting deadlines. | A/I |
| **Skills** | |
| Well developed and effective marketing skills with a demonstrable track record of creating appropriate opportunities for candidates in the workplace. | A/I |
| Excellent communication skills, written and oral, including the ability to communicate effectively with a wide range of different people in the private, statutory, voluntary and community sectors. | A/I |
| Excellent administrative and record keeping skills in order to maintain efficient records of service delivery. | A/I |
| **Qualifications** | |
| Educated to level 3/4 or equivalent with experience of working in an education or training setting. | A/I/C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**