

Job Description

Job title: Industry Placement Manager

Reports to: Head of Curriculum

Responsible for: Industry Placement

Grade: MS L35-38

Purpose;

As an Industry Placement Manager within the College, you will support the TLevels qualification by securing meaningful Industry Placements. You will work closely with various stakeholders, including our sales and curriculum teams, providing key employers with students that are 'work ready'. Taking ownership of the whole recruitment journey, from setting up the initial meetings with the employers, right up until their interview and placement. You will create and revise marketing collateral and plan and organise Employer Engagement events. Using your negotiation and sales expertise, you will sell the wider BDC product offering.

Also to lead the development and execution of employer engagement initiatives, with a focus on securing industry placements for T Levels. This includes cultivating strong employer relationships, creating business opportunities, and enhancing the quality of learning experiences. Additionally, oversee activities related to other publicly funded programs and commercial income generation as and when needed.

Main duties and responsibilities

Role Accountabilities

Work closely with curriculum teams to agree and timetable Industry Placement and develop the Industry placement programme to achieve best practice across all cluster areas.

Liaise with employers in consultation with curriculum requirement and needs.

Secure suitable Industry opportunities for students, working closely with the curriculum teams and other lead sources, including students and parents.

Gather and analyse data, communicate trends to curriculum management, and collaborate on aligning T Levels with industry standards and student needs

Liaise with existing placement employers to ensure they receive adequate support and guidance.

Work alongside curriculum teams in the delivery and monitoring of student progress within the college and workplace settings. Ensure that the Industry placement is relevant and contributes to its completion

Provide services including CSC card applications, PPE expectations, CV writing, and interview techniques.

Develop an employer engagement strategy and associated marketing collateral for each sector/industry specialism and translate this into high levels of performance and output.

Develop and manage high level relationships with key networks/partners/employers in a designated geographical area and develop strategic relationships in order to identify opportunities and generate quality referrals.

Take a consultative approach to identify and secure opportunities, products and services for the college, as appropriate.

Identify bidding opportunities to meet income targets and support the production of submissions.

Advise employers of the features, benefits and

incentives of T level Industrial placements and the College's wider portfolio offer, ensuring the promotion and value of varying levels of qualifications as part of an overall training solutions package.

Responsible for the end to end process of initial checks, timings and relevant outcomes for students which may include, due diligence, H&S checks, candidate selection and placement.

Work with Provider employers with students that are 'work ready' including overseeing the whole recruitment process from job descriptions to making sure the candidates are assessed and prepared for interview.

Where appropriate, work with students who have Special Educational Needs and Disabilities. Working with College specialists to ensure the appropriateness of the placement for inclusion and accessibility to ensure support is in place if required.

Ensure that all processes are followed consistently to ensure funding compliance and using college systems as appropriate.

Communicate the expectations of the Industry placement to parents and gain their consent where necessary, to ensure success of work placement.

Drive and promote a joint approach, with employers, to workforce development through the provision of tailored Organisation/Training Needs Analysis to ensure the most suitable package of training solutions is offered.

Negotiate and develop a service level agreement with employers identifying agreed delivery requirements, and schedules.

Arrange, oversee and manage key accounts, ensuring high standards of customer service from on-boarding through to completion, working with Account managers and internal colleagues to ensure a professional, compliant and effective service (including Health & Safety vetting of employers).

Liaise closely with the Head of Delivery to ensure all accounts receive an outstanding service, tailoring communication, reports and experience when required.

Monitor the performance of T levels account, including revenue and profit margin.

Ensure all legal contracts are completed which includes a profile of business from new clients.

Lead on new business presentations and utilise supporting documentation to ensure a high-end professional service.

Maintain client accounts and new business pipeline using reporting documents and systems (CRM/Grofar) and keep the wider business informed of progress towards achieving agreed targets.

Where appropriate, be responsible for the administrative preparation of relevant industries exams, such as CSCS card and DBS monitoring to enable students to carry out Industry experience in specific sectors.

Maintain high levels of expertise relating to TLevels, ensuring regular updating, networking events and seminars ensuring in-depth knowledge is kept updated.

Undertake specialist training in order to meet the requirements of your job role and participate in the staff development programme within your agreed individual staff development plan.

Gather evaluation and feedback for continuous improvement for your particular account/s and implement actions to drive improvements in the service offered.

Plan and prioritise personal sales activities, where required, towards achieving agreed business aims and objectives

Manage your own performance to ensure mutually beneficial partnerships are developed with clients.

Undertake any other duties that are required for the role.

Monitor the effective implementation of the

Industry Placement programme and identify opportunities and areas of improvement.

Ensure regular communication with employers and the sales team to identify and provide employers with the suite of BDC programme and product offer.

Liaise with the employers to identify progression opportunities through Apprenticeships

Main duties and responsibilities

People Leadership / Team Leadership – where the role has direct or matrix reports

This role does not have any direct reports, however it is expected that role holder will develop collaborative and productive relationships with internal and external stakeholders.

Safeguarding Children & Vulnerable Adults

Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required

Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate

Health & Safety

The Corporation recognises and accepts its responsibilities as an employer to ensure, as far as is practicable, the health, safety and welfare of all its employees

A copy of the Health and Safety policy can be located in electronic form on the Staff Intranet. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace

General

Be aware of, and comply with, legislations/competence standards relevant to the work of the Directorate

Understand and comply with all college policies, including the Policy to promote Equality of Opportunity

Assist as required during examination and enrolment periods

Be conversant with Health and Safety and Safeguarding requirements

Participate in the Staff Learning and Development, Review and Appraisal Scheme

Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

Information, Advice & Guidance

Use opportunities to develop the self-esteem and confidence of students when they seek help and support

Signpost or refer students to appropriate specialist support in a way that is free from direct or indirect discrimination and develops the students' trust in the College

Encourage the students' motivation and aspirations by providing information and advice that is personalised, impartial, unbiased and realistic especially during enrolment and tutorials

NB In consultation with you, this job description is liable to variation to reflect actual contemplated or proposed changes to your job.

Personal Specification – V2

Post Title: Industry Placement Manager	We will assess your match to the criteria from:		
Key: E – Essential D – Desirable	Appl. Form	Tests	Interviews

1. Education / Training			
Level 3 or above Qualification in Sales Management or Marketing or Business Development (D)	√		√
Level 3 or above qualification in Leadership/Management (D)	√		√
Level 2 English and Maths (E)	√		√
Level 2 IT qualification (D)	√		√
2. Experience			
Proven experience and track record in various curriculum related Sectors and Business or a Sales Management role promoting and securing Industry Placements and/or training opportunities (E)	√		√
Proven track record working successfully with employers in the public and / or private sectors (D)	√		√
Proven track record working successfully with SMEs (D)	√		√
Demonstrative experience of strong professional relationships with key strategic clients (E)	√		√
Proven track record of delivering outstanding results through highly effective leadership qualities and a structured approach to planning for success (E)	√		√
Ability and an understanding of how to undertake an Organisational and Training Needs Analysis (D)	√		√
Proven bid writing experience (D)	√		√
Experience of working in fast-paced environments (D)	√		√

Post Title: Industry Placement Manager	We will assess your match to the criteria from:		
Key: (E) – Essential (D) – Desirable	Appl. Form	Tests	Interviews
3. Skills and Attributes			
Ability to work in a fast-paced environment	√		√
Excellent negotiation and influencing skills	√		√
Embraces change and able to self-motivate	√		√
Excellent communication, presentation and listening skills	√		√
4. Communication			
Must be able to demonstrate excellent written and oral communication skills (E)	√		√
5. Disposition / Personal Qualities			
Be able to work as part of team (E)	√		√
Be able to demonstrate a professional approach to work (E)	√		√
6. Professional Knowledge / Understanding			
Be able to demonstrate an understanding of equality of opportunity and have practical ideas on how to implement it (E)	√		√
Experience of working in high demand environments, to targets and tight deadlines	√		√
7. Professional Judgement/Decision			
Able to demonstrate use of initiative (E)	√		√
8. Managerial Attitude/Approach			
Able to plan own/staff workload (E)	√		√
9. Circumstances			
Available to work additional hours on occasions (E)	√		√
Full UK Driving Licence (E)	√		√
Flexible response to job requirements (E)	√		√

How to apply:

For internal candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/internal/>

For external candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/>



www.bdc.ac.uk