

JOB DESCRIPTION

POST TITLE:	Industry Placement Advisor
GRADE:	Harmonised Salary Scale 15
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.
DEPARTMENT:	Career Planning and Progression
RESPONSIBLE FOR:	Working across the college to ensure the arrangements for work experience are managed safely and are of high quality. Creating strong partnerships with employers and working with curriculum to secure meaningful work experience placements for college students.

PURPOSE OF THE POST

The post holder will:

1. Be the lead college liaison with employers and agencies for the purpose of obtaining high quality industry placement opportunities for students on Programmes of Study.
2. Work closely with tutors to identify students who require a placement and work with them to implement a programme for students to seek an industry placement.
3. Link with specific curriculum areas where the post holders knowledge and experience is beneficial to, or a requirement of, the qualification specification.
4. Oversee the arrangements that ensure appropriate vetting takes place including risk assessments, health and safety and DBS checks where appropriate.
5. Lead on arrangements that ensure staff monitoring of placements is planned and effectively managed across the college.
6. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

1. Work with managers and tutors across the college to maintain an overview of industry placements needs across the college.
2. Assist teams to plan aspects of industry placement delivered through the tutorial programme and as part of course requirements.
3. Work closely with tutors to ensure students are clearly identified for appropriate industry placement opportunities and planning for attendance at work placement is effective.

4. Where required, carry out work placement monitoring visits, identification and recording of competencies, and completing paperwork necessary to support students in the workplace and with course requirements effectively and to agreed timescales.
5. Liaise with work placement providers by email, telephone, in writing and through visits to ensure placements run smoothly, that good relations are maintained and that relevant activity can occur unhindered.
6. Act as first point of contact by responding pro-actively to problems that may arise for placements, parents, students or tutors while students are on placement.
7. Completing and processing paperwork to enable criminal background checks to be carried out on potential students / volunteers where a DBS is required.
8. Work with tutors and the TEL team to ensure learning materials to support industry placement are up-to-date and utilised effectively within the tutorial programme and that ProMonitor is fully utilised to capture the industry placement.
9. Work within the Employer Engagement team to ensure work placement is explored with all current and potential apprenticeship employers.
10. Contact employers to seek high quality industry placement opportunities.
11. Provide quality assurance that industry placement monitoring is: in place, meaningful and effective.
12. Work with colleagues across the college to ensure industry placement monitoring is managed within planned staffing allocations.
13. Work with the marketing department to deliver campaigns to engage employers to offer industry placement opportunities.
14. Work with colleagues in MIS to ensure arrangements to record industry placement are in place and can be reported upon.
15. Ensure all communication with employers is followed up in a timely way.
16. Maintain abreast of funding policy affecting study programmes and industry placement, ensuring the college continues to meet audit arrangements regarding the recording of learner time spent on industry placement.
17. Provide cross college reporting on take-up of industry placement.
18. Promote the use of ProMonitor and other college systems to provide high quality opportunities to prepare for and reflect upon work experience.
19. Promote the linkage between delivery teams and employers to define 'live project briefs' to involve classroom based students in work that is responsive to employer's needs.
20. Undertake a full range of promotional activities including careers fairs aimed at engaging industry placement providers in learner progression opportunities.
21. Provide mentoring and staff development for all staff involved in supporting the industry placement programme.
22. Work with colleagues in the council, LEP and other agencies on collaborative arrangements to involve employers in the provision of industry placement.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Work Experience Co-ordinator	Department:	Career Planning and Progression
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Qualified to level three in a relevant subject.	E	A
IOSH Health and Safety	D	A
Level four or higher in management or business studies.	D	A
Maths Level 2	E	A
English Level 2	E	A
Experience:		
Substantial experience in working with young people.	E	A/I
Proven ability in working with employers.	E	A/I
Ability to apply and coordinate processes with diverse staff teams.	E	A/I
Experience in the education and training sector.	E	A/I
Proven success in meeting and exceeding challenging targets and KPIs.	E	A/I
Experience in business development and/or influencing stakeholders.	E	A/I
Skills/Knowledge:		
Ability to problem solve	E	I
Outstanding time management and organisational skills.	E	I
Ability to work under pressure and meet deadlines.	E	I
Outstanding teamwork and collaborative skills.	E	I
Outstanding customer service skills and the ability to engage with people at varying levels of responsibility.	E	I
Other Requirements:		
An understanding of Safeguarding Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices.	E	I
Have a full driving licence and vehicle with business insurance	E	A/I

E = Essential D = Desirable A = Application I = Interview T = Test

Produced by:	KT	Date Produced:	09 October 2019
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