

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>T-Level Employer Engagement Coordinator</b>
<b>Responsible To:</b>	<b>Assistant Principal</b>
<b>Department</b>	<b>T-Level Industrial Placement Team</b>
<b>Salary Grade:</b>	<b>Grade E</b>

### JOB ROLE

The Employer Engagement Coordinator will play a pivotal role in establishing and enhancing partnerships with employers and industry organisations to facilitate high-quality work placements, industry projects, and employment opportunities for students enrolled in our T-Level programs.

You will be responsible for sourcing placement opportunities for students, cultivating and maintaining partnerships with employers, serving as the direct point of contact for employers, to ensure a seamless experience for both students and employers.

The role will be critical in ensuring that students are provided with quality placement opportunities that align with their academic and career goals, while also meeting the needs of partner employers. You will also be responsible for co-ordinating, recording and where necessary, carry out risk assessments/ health and safety checks for placement opportunities.

### KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
<b>1</b>	Develop and implement an employer engagement strategy aligned with the requirements and objectives of T-Level qualifications, to ensure that students have access to industry-leading work placements and projects.
<b>2</b>	Identify, approach, and engage with employers across various sectors to secure meaningful and relevant work placement opportunities for T-Level students.
<b>3</b>	Build and maintain strong relationships with businesses, industry associations, and professional networks to promote the benefits of participating in T-Level qualifications and to support the recruitment and placement of students.
<b>4</b>	Collaborate with curriculum area, Business Development unit and support staff to ensure the smooth integration of work placements and industry projects into the T-Level curriculum.
<b>5</b>	Work closely with employers to develop and refine industry projects that align with curriculum requirements and provide valuable learning experiences for students.

<b>6</b>	Provide support and resources to employers to enable them to offer high-quality work placements and projects, ensuring that they understand the objectives and requirements of T-Level qualifications.
<b>7</b>	Act as a liaison between employers and the college, addressing any concerns or challenges that may arise during work placements and industry projects.
<b>8</b>	Continuously evaluate and assess the effectiveness of employer engagement activities, collecting feedback from both students and employers to identify areas for improvement.
<b>9</b>	Represent the college at industry events, networking opportunities, and conferences to promote T-Levels and identify potential employer partners.
<b>10</b>	Stay informed about industry trends, workforce needs, and regulatory changes to ensure that work placements and industry projects are aligned with current industry standards and best practices.
<b>11</b>	Co-ordinate and maintain risk analysis and health and safety checks on placement premises and opportunities in line with college procedures, by ensuring the completion of relevant documentation
<b>12</b>	Oversee the end-to-end placement process, from initial employer engagement to the successful completion of student placements and that all stakeholders are well-informed and supported throughout the placement cycle.
<b>13</b>	To assist with all other duties needed within the college and department, including enrolment and recruitment duties.

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
  
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

### Job Title: T-Level Employer Engagement Manager

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	A degree and/or appropriate professional qualification relevant to the department	✓	
<b>2. Experience</b>			
2.1	Proven experience in employer engagement, business development, or partnership management, ideally within the education or training sector	✓	
2.2	A strong understanding of the needs and expectations of employers across various industries, as well as an awareness of workforce development challenges and opportunities.	✓	
2.3	Collaborative mindset and the capability to work effectively within a team environment, while also being self-motivated and capable of working independently.	✓	
2.4	Familiarity with the education sector, student placement programs, or workforce development initiatives	✓	
2.5	Proficiency in relationship management software, MS Office suite, and other relevant tools to track, document, and analyse placement activities.		✓
<b>3. Skills/Abilities</b>			
3.1	Excellent communication and interpersonal skills, with the ability to build rapport and establish productive relationships with a diverse range of stakeholders, including business leaders, industry professionals, and educational staff.	✓	
3.2	Exceptional organisational and time management abilities, with a keen attention to detail and the capacity to manage multiple projects simultaneously	✓	
3.3	The ability to think strategically and creatively to develop innovative approaches to employer engagement and partnership building.	✓	
3.4	Be able to present information to employers and colleagues using different ILT platforms	✓	
3.5	The ability to respect confidentiality on particular issues	✓	
<b>4. Personal Attributes</b>			
4.1	A passion for improving career opportunities for young people through high-quality engagement with employers	✓	

<b>Shortlisting Criteria</b>		<b>Essential</b>	<b>Desirable</b>
4.2	A proactive and self-motivated approach to identifying and pursuing employer engagement opportunities.	✓	
4.3	A collaborative and team-oriented mindset, with the ability to work effectively with internal and external stakeholders.	✓	
4.4	Adaptability and flexibility, with the ability to navigate and respond to changing business and industry dynamics.	✓	
<b>5. Other Requirements</b>			
5.1	Possess a Full UK driving licence		✓
5.2	Genuine understanding of a commitment to Equal Opportunities in practice	✓	