

Job Description

Post Title: Employer Partnership Co-ordinator
Responsible to: Head of Apprenticeships

Purpose of the role:

- **To ensure positive and proactive relationships with employer partners and strong outcomes for their apprentices by:**
 1. Working in partnership with assessors, to contact employers on a 12 weekly basis to review learner progress and/or gather employer feedback ensuring that all parties are fully benefiting from the Apprenticeship programme.
 2. Delivering effective action plans in partnership with employers to improve and enhance the apprentice and employer experience.
 3. Communicating College vision and values to employers and promote employer responsibilities and the College ethos.
 4. Gathering employer feedback and relay this to apprenticeship managers to influence curriculum innovation.
 5. Working in partnership with employers and College managers to promote employer events; for example employer talks and forums, connecting employers with employers and employers with the College.
 6. Developing employer relationships and bring in prospective leads for the Employer engagement Team.
 7. Negotiating and mediating, where necessary between employers and Trainer Assessors to ensure positive outcomes and problem resolution.
 8. Raising awareness of issues related to learning, progress or quality with managers where appropriate.

- **Ensure the delivery of effective and efficient College processes and systems by:**
 1. Using the College's electronic portfolio systems to support the planning of employer contact during the review process and through this monitor and feedback on apprentice progress.
 2. Contributing to the smooth running of enrolment processes, working collaboratively with the Employer Engagement team and Trainer Assessors to solve any issues in a timely manner.
 3. Providing initial information and advice to prospective apprentices.
 4. Assessing learners' existing skills/experience, training needs and suitability via interview and agree relevant course of action, adhering to College systems to identify any additional learning needs.
 5. Undertaking health and safety assessments and ensure that employers meet Health and Safety, Equality and Diversity and Safeguarding requirements.

6. Completing enrolment documentation in line with College and funding requirements.
7. Assisting curriculum Tutors and Trainer Assessors to monitor and address attendance, on day release courses.
8. To support improvements in the quality of information logged on Smart Assessor and to work with Trainer Assessors and curriculum staff to standardise best practice in the areas such as wider skills, safeguarding, initial assessment and any other areas as required by the line manager.
9. Ensure that documentation completed with Business Services is completed to meet audit requirements.

Qualifications

- Level 2 Literacy and Numeracy

Knowledge & Experience

- Sound understanding of Apprenticeship Standards.
- A business-like and customer focused approach to working with employers and stakeholders.
- An excellent understanding and experience of working with employers.
- A demonstrable track record of working as part of a team.
- A demonstrable record of excellent employer engagement.

Competencies

- Outstanding IT skills including experience of using bksb and e-portfolios.
- An organiser who implements tasks and plans schedules to optimise efficiency and productivity.
- The ability to adapt quickly and creatively to new initiatives.
- Ability to work on own initiative.
- Excellent Communication Skills.
- A willingness to undertake staff development to improve own performance.
- An imaginative problem solver who continuously improves process and promotes better ways of working.