

**About the Association of Colleges**

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

**About the AoC Workforce Team**

In line with the AoC’s “one-AoC” strategy, three AoC services have been brought together to form the “Workforce Team”: Employment Advisory Services, Industrial Relations and Recruitment & Consultancy. This coalition enhances the service provided to members, ensuring a ‘joined-up’ and seamless service to support the sector’s workforce related needs in the short and long-term.

# JOB DESCRIPTION

Job Title: Workforce Advisor

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| Job Purpose: To represent, inform and provide expert advice to AoC member colleges to support them as employers in their communities, and in the further education (FE) sector. This includes supporting the HR community across the AoC membership. |
| Directorate | Member Services (Workforce) |
| Business Unit | AoC |
| Report to | Head of Employment Advisory Services |
| Location | Hybrid with an office base in London and ability to agree flexible working arrangements within AoC policy guidance. |
| Seniority level | Professional/Specialist level |
| Contract type | Permanent |
| People management | None |
| Monetary and risk management | Budget/revenue: noneRisk management: responsible for being alert to and mitigating reputational risk as this is a member and stakeholder facing role |
| External key contacts | College leaders and managers, officials in relevant government departments and agencies and in all other national membership organisations. |
| Internal key contacts | All internal departments and colleagues, in particular the Recruitment and Consultancy, Industrial Relations and Area teams. |

Key Accountabilities & Responsibilities

1. Work with the Head of Employment Advisory Services to develop productive relationships with HR professionals, senior college leaders and counterparts in other national organisations to ensure strong communication and understanding of the sector in relation to college workforce and employment related matters.
2. Develop a knowledge of workforce and employment issues so that member colleges can be briefed appropriately and so that AoC can represent colleges effectively to government.
3. Liaise with the Chairs of Employment Reference Group and HR Reference Group and their members, AoC Area Teams and AoC Events to organise networks and meetings with relevant agendas and inputs/engagements from sector stakeholders and provide support with the planning and delivery of webinars/conferences.
4. With the support of the Head of Employment Advisory Services, source content and write briefings, website content, articles, presentations and other communication materials focused on employment services (to HR professionals) and contribute to the development and delivery of events and projects.
5. Support the monitoring of performance of the employment legal support and advisory services, assisting with reviews of KPIs/compliance with AoC expectations of outsourced legal advice service and coordinating feedback from members to the provider concerning the helpline and other related services.
6. Support the Head of Industrial Relations with the organisation of industrial relations related activities such as organising Employment Reference Group pay consideration meetings, National Joint Forum (union) meetings, venues, attendance, and note taking.
7. Collate and disseminate information of interest to HR professionals, including key outcomes of meetings, reports, project updates, AoC communications and/or company-wide campaigns/initiatives.
8. Work with colleagues within the national member services team to coordinate advice and support so that AoC is both responsive to current issues and proactive to support AoC members in matters regarding HR and employment issues.
9. Provide ad-hoc support to the AoC National Lead for Workforce in relation to employment advisory services and industrial relations.
10. Work closely with immediate colleagues to ensure a joined-up, consistent and coherent approach and to cover important meetings and events when colleagues are absent.
11. Maintain a regular and up-to-date log of engagement with members, enquiries received and services provided using AoC’s customer relationship management (CRM) system.
12. Manage a demanding workload and the associated administration in a way that meets the reasonable expectations of AoC’s members and stakeholders.
13. Attend and contribute to meetings on behalf of the Head of Employment Advisory Services as required.
14. Undertake any other reasonable duties consistent with the role, as directed by the line manager.

# PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/ measured during the recruitment process. *Key:* A = Application; I = Interview; T = Test

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| Education/ Qualifications/ Professional Bodies | Assessment |
| GCSE English GCSE grade C and above, or equivalent | A |
| Level 3 or equivalent qualification or experience in HR or a transferable area (e.g. legal) | A |
| CIPD qualified – or willing to undertake professional qualification | A/I |
| Knowledge, skills, ability and experience |  |
| A good understanding of current employment/HR/workforce concerns for employers, with the capacity to articulate issues, ideally in education and skills provision, or demonstrates transferable knowledge/ability | A/T |
| Experience of working with and/or advising senior managers and/or leaders in a HR role or education setting (or similar) | A/I |
| Ability to build and maintain effective professional relationships with people at various seniority levels e.g. HR professionals, Directors and CEOs, Government officials, national organisations and key stakeholders | A/I |
| Analytical and reasoning skills, linked with ability to communicate in writing and verbally | A/T |
| Good interpersonal skills, capacity to put forward a reasoned case, thinking creatively, to represent the interests of colleges | A/I |
| Tact and diplomacy, the ability to adapt communication style to audience, | A/I |
| Ability to work under pressure, prioritise and meet competing deadlines. | A/T |
| Computer confident, good skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint, and the use of media monitoring services (or the ability to pick them up quickly) | A |
| Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships among colleagues | A/I |
| Capable of working as a member of a team and under own initiative. | A/I |

**Acknowledgement**

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.