

Job Description

Directorate	Curriculum Quality & Recruitment
Department	Apprenticeships & Business Engagement
Section	Apprenticeships & Business Development
Job Title:	Employer Engagement Officer
Reports To:	Business Development Manager

Job Purpose

- Ensure that all learners within your caseload undertake relevant and high-quality work experience, within planned timescales.
- Develop employer engagement in line with the strategic aims of the College and the Liverpool City Region Combined Authority.
- Work as part of a team of Employer Engagement Officers, under the leadership and management of the Business Engagement Manager, to support the attainment of annual key performance indicators.
- Work as part of a team with staff from across curriculum areas, including Progress Coaches, Course Leaders and Curriculum Managers, to support the attainment of annual key performance indicators.

Main Responsibilities

- Obtain and monitor work experience compliance and attendance to achieve targets – including for those learners who are expected to complete extended work placements as part of the Capacity Development Fund initiative or as part of a T level – ensuring that there is swift intervention when required and updating Progress Coaches, curriculum staff and the Business Development Manager, in line with the College's expectations.
- Conduct risk assessments, where required, and visit learners whilst on work placement, gaining feedback from learners and employers to ensure learners are provided with a safe, disciplined and positive employment environment, taking forward improvement actions, if required.
- Maintain regular contact with employers to develop current and future employment opportunities and to identify relevant and high-quality work experience.
- Provide an accurate weekly report of progress against work priorities and targets to the Business Development Manager in a timely manner.

Main Tasks

Quality of Education

- Continuously monitor work experience compliance, update work hours on work placement attendance and liaise with Progress Coaches to ensure that all identified work placement opportunities are appropriately documented and monitored via Pro Monitor.

- Nurture and enhance relationships with existing employers, partners and stakeholders to identify skills and recruitment needs and work experience placement opportunities.
- Maintain regular contact with employers to identify work experience opportunities and monitor the quality of service provided by the College.
- Meet with learners, Progress Coaches and Course Leaders to identify, facilitate and monitor relevant work experience placements.
- Liaise with curriculum staff across the College, including Course Leaders and Curriculum Managers, to promote opportunities for learners to gain work experience opportunities and apprenticeships.
- Complete risk assessments and visit learners whilst on work placement.
- Use in-year performance data reports and employer feedback to continuously monitor the quality of service provided by the College and use this information to support improvement actions.
- Maintain an up-to-date knowledge of regional skill requirements, including those contained within the Liverpool City Region Combined Authority's Skills Strategy and related documentation.
- Attend networking events and meetings when required in order to promote the College and the services of the Business Development Centre.
- Rigorously monitor work experience attendance to ensure that it is in line with targets, communicating current rates to curriculum staff and taking forward agreed intervention strategies, if required.
- Ensure all employer locations provide a safe, disciplined and positive environment for learners
- Undertake all tasks assigned to you as part of a College procedure to maintain a safe, disciplined and positive environment.
- Receive information from employers about the behaviour of learners whilst on work placement, reporting any issues to the Progress Coach, when required

General

Participate in Parents' evenings, school liaison work, meetings with employers, examination board moderators/assessors/verifiers or representatives of Higher Education as required.

Proactively participate in admissions activities, open events, learner experience days and employer engagement events.

Collaborate with College marketing to celebrate student achievements.

Special Features:

- The post holder will be required to work flexibly between the hours of 7.00am and 8.00pm, 5 days per week plus additional evening and weekend work as required.
- A clean driving licence and own car is essential.

Responsibilities common to all staff

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

The College aims to be a place in which people can work and study free from any form of discrimination. You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.

All employees are required as part of their duties to take responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld.

Review

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist

Qualifications		Essential	Desirable	How Assessed
1	Level 3 qualification, or equivalent	•		A
Experience and knowledge				
2	Experience in a sales, recruitment, or business development role.	•		A/I
3	Experience of completing risk assessments		•	A
4	A proven track record of delivering to targets or successfully achieving KPIs.	•		I
5	Track record of delivering excellent customer service and achieving high levels of customer satisfaction.	•		A
Skills & Abilities				
6	Excellent administrative and organisational skills and abilities using Microsoft and internal systems	•		I
7	Excellent oral communication and inter-personal skills in order to work effectively with students, staff and people external to the College.	•		I
8	Highly developed sales and customer service skills with a good understanding of sales techniques likely to be successful with employers.	•		I
9	Ability to complete work to deadlines and effectively manage a high-volume workload.	•		I
10	Ability to work collaboratively with colleagues at all levels across the College.	•		I
Personal Characteristics		Essential	Desirable	How Assessed

11	Has high expectations of self and others	●		I/T
12	Takes responsibility for work activities and personal actions and delivers on commitments	●		I
13	Innovative in response to changing circumstances identifying and or implementing new or improved approaches	●		I
14	Builds positive relationship with others maintaining mutual trust, candor and respect	●		T
15	Does the right thing in the right way and is honest and transparent in their approach	●		T

Key	
A	Application
I	Interview
T	Test
C	Certificate
P	Presentation

Vision, Mission and Values

Vision

To be the best College in the country.

Mission

To inspire, challenge and transform lives.

Values



Excellence

We have high expectations of ourselves and each other.



Accountability

We own what we do, learn from our mistakes and constantly seek to improve



Innovation

We seize opportunities and are bold and dynamic in our approach



Collaboration

We are one team and work hard to serve each other well



Integrity

We are honest and transparent and do the right thing in the right way

Main Terms and Conditions of Employment

Salary	£23,911 per annum
Holidays	35 days plus 8 statutory bank holidays
Pension	LGPS Pension
Contact Type	Permanent
Working Weeks	52
Hours of Work	Minimum of 35 per week