

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Employability and Placement Adviser
Responsible to:	Employability and Placement Coordinator
Responsible for:	N/A

1.	Job Purpose:
1.1	To plan, promote and deliver employer aware, employer experience and employer ready activities for all learners in accordance with the curriculum plan.
1.2	To seek and develop effective relationships with businesses to ensure meaningful employer involvement across all programmes.
1.3	To ensure that all learners undertake significant and meaningful activity involving employers during their study and achieve employability skills

2.	Key Responsibilities:
2.1	Forge effective relationships with local, regional and national employers to secure high quality relevant external work experience placements for all eligible learners.
2.2	Ensure effective Health and Safety and monitoring of all learners undertaking work experience off site by adhering to the group policy
2.3	Ensure work experience and employability activities are carried out in accordance with the group work experience procedure. Ensure that T-Level placements are organised and carried out in line with ESFA regulations, including completion of documentation relating to Industry Placements
2.4	Ensure adherence to the accurate and timely recording of all work-related activity and work experience

2.5	Ensure that students accurately record progress and achievements relating to external work experience or work related projects
2.6	Monitor and report on key KPI's in relation to work experience and work readiness, analyse data and produce reports for managers.
2.7	Ensure compliance with register/auditable documents in relation to work experience and work related learning.
2.8	Ensure learners undertake structured work experience or work placements that develop skills and knowledge relevant to the qualification and receive constructive feedback/reference from placement providers.
2.9	Facilitate employability sessions across academic levels 1 to 3.
2.10	Plan and organise employer networking events, including industry speakers and careers events
2.11	To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

3.	Specific Duties:
3.1	Comply with the Group's Policies and Procedures
3.2	Comply with the Group's Health & Safety Policy
3.3	Comply with the Equal Opportunities Policy of the Institute
3.4	Liaise as required with schools, colleges, industry and commerce
3.5	Attend meetings as required
3.6	Promote and safeguard the welfare of children, young people and vulnerable adults
3.7	Take responsibility for ownership of systems(s) and procedure(s) used, reviewing them and changing them as needed for best use.
3.8	The postholder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility.

4.	Budget Responsibility:
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4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Partnership at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.
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5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	TEC Partnership Policies and Procedures:
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9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.
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Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 3 or higher qualification (or willingness to work towards in 12 months) in related area Level 2 GCSE Maths and English to Grade C or equivalent or willingness to work towards within 12 months First Aid qualification or willingness to undertake within 12 months	E E E	
Specialist Knowledge	Professional standards and evidence of current practice within area of responsibility Work experience practices and legislation to support learner experience Knowledge of sector and local, regional and national employers Knowledge of local, regional and national skills competitions for learners	E	D D D
Experience	Working with learners for all ages Promoting and developing work readiness skills Liaising with local employers Supporting learners in obtaining work experience placements Relevant experience in vocational area to an appropriate level	E E	D D D
Skills and Attributes			
	Ability to work on own initiative and as part of a team	E	

	A positive attitude to change	E	
	Excellent time management skills, organisation and ability to handle multiple tasks	E	
	Able to communicate effectively with all relevant stakeholders	E	
	Ability to self manage	E	
Other			
	DBS check carried out on appointment	E	
	Driving licence	E	

Qualities identified and determined by:

E = Essential

D = Desirable