



Capital City College Group Job Description and Person Specification

Post:	Work Placement Officer
Contract:	Permanent
Hours:	35 per week
Salary:	£28,846 (Business Support Grade 3, point 29)

Key purpose is to:

- to organise and support access for students to work experience placements and work-related learning

Main duties and responsibilities are to:

- seek out and create opportunities for, and promote student attendance at, work placement and work-related learning activities that supports student goals and is integrated into the study programme;
- organise, monitor and administering work placements within campus as well as collaborating across the college and wider group as required;
- maintain current and accurate records of the location of each work placement and employer data;
- establish new placement opportunities to meet student needs in liaison with curriculum staff;
- liaise with students and tutors to ensure students are prepared for placements and that the placements meet the needs of the students and employers as well as ensuring compliance with health, safety and funding requirements;
- support and engage in the arrangement of employment focused events;
- visit providers and learners in work placements to ensure that appropriate standards around work placement are being met;
- utilise college systems (e.g. Pro-Monitor) for the tracking of student work placements and the associated hours;
- be responsible for health and safety visits and documentation, including risk assessments;
- ensure that the placement is a safe working environment and that the student has an understanding of Health and Safety in the workplace;
- keep up to date with current practice relating to relevant curriculum developments by attending curriculum team meetings and participating in continuing personal and professional development training days;
- attend course team meeting regularly to update tutors on the progress of work experience for each tutor group;
- producing data and reports as and when requested;
- participation in recruitment/interviewing of prospective students as appropriate at selected times of the year;
- participate actively in the admissions and enrolment process for the Campus, undertaking a specific student facing role at main enrolment periods;
- support the process of ensuring students have a DBS check where required – XX;
- support the work of the Student Services Hub team at the campus to ensure the service meets the college's statutory duties on safeguarding, child protection and adults at risk; and
- To support and assist with other Student Hub activities when required.

Line manager responsibilities

- None

Wider responsibilities are to:

- represent student enrichment and engagement at both college and group level meetings as appropriate in relation to the overarching work of the Student Hub;
- develop and maintain effective working relationships with external stakeholders and partners at both a local and wider level as appropriate; and
- work flexibly within the Student Hubs, cover shift patterns within agreed working hours (including evenings and weekends where required), covering work of absent colleagues where required, and providing support to other Student Hubs if necessary.

General duties are to:

- implement college policies particularly those relating to equality of opportunity, health and safety and data protection;
- implement Health and Safety and security procedures in accordance with statutory and college requirements;
- undertake appropriate self-development and training activities and regularly review their performance of duties with the line manager for the post; and
- undertake any other duties consistent with the key objectives and/or duties of the post.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager, which may include working occasional evening and weekends.
- The nature of this post means that the post holder may need to travel to undertake duties at other College campuses as and when required as well as external venues.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI: We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	E	D
Qualifications	Educated to degree level or equivalent	X	
Knowledge / Experience	Experience of developing successful links with employers	X	
	Experience of successfully delivering Work Placements to 16-19 year olds	X	
	Knowledge of post-16 education, including work placement and study programmes	X	
	Understanding of the pastoral needs of the 16-19 and adult age groups	X	
	Understanding of the needs of diverse student groups	X	
	Understanding of the needs of Inner City students	X	
	Experience of successfully delivering time critical projects and meeting challenging targets	X	
Skills	To plan and implement initiatives to meet the needs of 16-19 students	X	
	To collaborate and work productively and effectively with a range of staff teams including tutors/support staff	X	
	To take initiative, innovate and suggest change to improve and modernise student services provision	X	
	To deal with difficult issues in a sensitive and confident way	X	
	To prioritise, work under pressure and to deadlines	X	
	To represent the college and wider college group in a positive way at key events	X	
	Flexibility to work early mornings, evenings and weekends, including at non-college venues and events	X	
	To liaise effectively with external agencies	X	
	High level interpersonal, organisational and communication skills	X	