

## Westminster Kingsway College Job Description and Person Specification

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<b>Post:</b>	Work Placement Officer
<b>Contract:</b>	12 Month Fixed Term
<b>Hours:</b>	35
<b>Reporting to:</b>	Work Placement Team Leader
<b>Responsible for:</b>	N/A
<b>Grade:</b>	28
<b>Salary:</b>	£32,133

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### Key Purpose

To enable students to undertake Work Experience and Industry Placement opportunities, by effectively engaging with local and regional employers, managing external stakeholder relationships and acting as an advocate for learners to ensure that the preparation, delivery and evaluation of placements are meaningful, relevant and sustained to a high quality.

### Main Duties and Responsibilities

#### Key Responsibilities

- To have responsibility for sourcing work experience and industry placements for full-time study programme learners.
- To establish and maintain working relationships with employers.
- Develop and deliver pre-placement employability sessions to prepare learners for placements.
- To have oversight of work placements, to monitor performance, and to capture best practice.
- To support students to achieve successful completion of placements.

#### 1) Employers

- Liaise with local companies and organisations through various methods of communication to source and secure a large number of placements.
- Establish and maintain detailed database of employer contacts.
- Co-ordinate employer forums.
- Provide the first point of contact for employers regarding placement questions, issues and feedback.
- Establish and maintain working relationships with employers.
- Ensure employers are provided with all necessary information regarding interviews, induction, review meetings, attendance and safeguarding arrangements throughout the course of the placement.

- Identify and support with additional training opportunities for employers as appropriate and directed by line manager, in line with business needs.
- Support employers with applications for Employer Support Funding.

## **2) Students**

- Develop and deliver a regular employability session to effectively prepare Industry Placement students for long-term placements.
- Deliver group work experience briefings, and de-briefs to students.
- Contribute to and maintain accurate and up-to-date management information systems (e.g. Pro Monitor) to log student and placement information and provide regular management reports.
- Interact closely with students in college to set up high-quality placements which are well-matched to the needs of each student (e.g.: abilities, interests, career aspirations,).
- Ensure students are provided with all necessary information regarding interviews, induction, review meetings, attendance and safeguarding arrangements throughout the course of the placement.
- Review, track and monitor the placement, both over the telephone and in face-to-face meetings in the workplace, ensuring that all parties are benefiting from the arrangement and requirements are being met.
- Offer support and guidance and where appropriate liaise with others as necessary to assist in this support work.
- Work effectively with tutors and Heads of School regarding placement provision and individual student matters.
- Meet with learners to provide appropriate support during placement.
- Identify key strengths, qualities and additional needs of learners to ensure successful placements.
- To work in partnership with the Careers & Employability team to help students progress.
- Complete monitoring forms with learners and ensure these are agreed and signed by their supervisor.

## **3) Health and Safety**

- Carry out initial Health and Safety/safeguarding checks on employer's premises.
- Complete paperwork in relation to Health and Safety as detailed in Work Placement procedures.
- Carry out Disclosure and Barring Service check and maintain related records for learners
- Give advice and guidance to employers on areas, which do not meet Health and Safety requirements and report any concerns to line manager.
- Monitor Health and Safety on employer's premises in line with Work Placement procedures.

## **4) Administration**

- Develop and maintain high levels of organisation and keep detailed records of interactions with students and their progress with regard to placements.
- Maintain accurate records in a timely and confidential manner.
- Provide update reports as required by the Work Placement Lead.
- Ensure all work experience and industry placement evidence is accurate cross-college.

## 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.
- Ensure equality, diversity and inclusion are actively promoted and advanced as part of this role within the Group

## Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. 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	Essential	Desirable
<b>Qualifications / Professional Development</b>	Any Level 3 qualification or equivalent in a relevant subject.	X	
<b>Knowledge / Experience</b>	Track record of securing work experience placements.	X	
	Experience of working with external agencies in relation to identifying vacancies and matching these with suitable candidates.	X	
	Experience of working with young people.	X	
	Knowledge of barriers faced by learners seeking work experience.	X	
	Knowledge of liaising with other external employment agencies.	X	
	Knowledge of local labour market and skills shortages.	X	
	Experience of partnership / stakeholder management	X	
	Experience of working in a target-driven environment		X
<b>Skills / Abilities</b>	Ability to develop links with employers and contribute to establishment of employer forums.	X	
	Ability to deliver to deadlines and targets.	X	
	Ability to match learner's skills and abilities with job vacancies.	X	
	Ability to communicate effectively with a diverse range of people at all ages and levels.	X	
	Ability to effectively develop relationship with both curriculum staff and external parties.	X	
	Professional in conduct and approach.	X	
	Good computer skills.	X	
	Highly Motivated.	X	
	Excellent organisational skills.	X	
	Ability to work as part of a team.	X	
	Ability to use initiative and problem solve.	X	
	Excellent communication skills.	X	
	Setting and achieving high standards for yourself and your team.	X	
	Promoting a culture of quality, partnership and innovation.	X	

