

Westminster Kingsway College Job Description and Person Specification

Post:	Work Placement and Employability Officer
Contract:	12-month fixed term
Hours:	35
Reporting to:	Work Placement Team Leader
Responsible for:	N/A
Grade:	28
Salary:	£32,133

Key Purpose

To effectively provide support to the Work Placement and Careers and Employability teams to enable students to undertake Work Experience, Industry Placement, and work-related activities by engaging with local and regional employers, managing external stakeholder relationships and acting as an advocate for learners to ensure preparation, delivery and evaluation of work-related activities are meaningful, relevant and sustained to a high quality.

Main Duties and Responsibilities

Key Responsibilities

- Working with key stakeholders, including employers to maximise a positive student experience that equips students to be work ready by coordinating and delivering high quality employability opportunities and events
- To establish and maintain working relationships with employers, institutions and all WKC partners
- Develop and deliver pre-placement employability sessions to prepare learners for placements and work-related activities
- Sourcing work experience and industry placements for full-time study programme learners and ensuring they sign up to relevant opportunities
- Oversee work placements, to monitor performance and capture best practice
- Support learners with access to a high-quality programme of enrichment activities
- To support students with recognising the importance of developing their employability skills
- Support with the collection of project and participant outcomes, through surveys, case studies and other measuring tools across all project areas, collecting and analysing meaningful data to present to line manager

1) Employers

- Liaise with local and regional organisations through various methods of communication to source and secure placements and high-quality work-related activities
- Be the first point of contact for employers regarding placement and employability related questions, issues and feedback
- Establish and maintain detailed database of employer contacts.
- Co-ordinate employer forums.
- Establish and maintain working relationships with employers and other key organisations relevant to the role
- Ensure employers are provided with all necessary information regarding interviews, induction, review meetings, attendance and safeguarding arrangements throughout the course of the placement and work-related activities
- 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

- Support learners to recognise the importance of developing their employability skills
- Support learners to have access to a high-quality programme of work-related activities and work placements.
- Develop and deliver employability sessions to effectively prepare Industry Placement students for long-term placements.
- Deliver group work experience briefings, and de-briefs to students.
- Prepare students for work-related activities (e.g. CV writing, interview preparation and building on transferrable skills).
- 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 placements and work-related activities.
- Review, track and monitor the placement and work-related activities, 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, Curriculum Managers and Heads of School regarding placement provision and individual student matters.
- Meet with learners to provide appropriate support during placements and work-related activities.
- Identify key strengths, qualities and additional needs of learners
- To work in partnership with the Careers & Employability team to support student progressions
- Complete evaluation 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 checks and maintain related records for learners
- Give information, 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 Work Placement Lead, the Careers & HE Lead and Employability and Progression Lead.
- Ensure all placement and employability activity 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.
- 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.
- 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 always carry out their duties 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 undertake other duties that may reasonably allocated by the line manager.
- Ensure equality, diversity and inclusion are actively promoted and advanced as part of this role within the wider college 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 evenings 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.

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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
Qualifications / Professional Development	Any Level 3 qualification or equivalent in a relevant subject.	X	
Knowledge / Experience	Track record of securing work experience placements and work-related opportunities.	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 and work-related opportunities.	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
Skills / Abilities	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 and opportunities.	X	
	Ability to communicate effectively with a diverse range of people at all ages and levels.	X	
	Ability to effectively develop relationship with students, 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	