

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

JOB TITLE: EMPLOYER ENGAGEMENT ADVISOR

RESPONSIBLE TO: Apprenticeship Contracts Manager

RESPONSIBLE FOR:

Main purpose of post:

To recruit, monitor and manage a caseload of students and others as appropriate in line with the College's contracts with funding bodies. To carry out employer recruitment, health & safety vetting, employer/ student sign ups, secure places and monitor progression together with ensuring College / student files meet audit compliance requirements.

Responsibilities:

1. To promote learning to Contract Funded students enrolled on a range of courses as assigned by the Apprenticeship Contracts Manager.
2. To maintain accurate and up to date records and audit compliant files required to deliver the College's Funded Learning Contracts.
3. To review students as required by external bodies / internal procedures providing feedback and guidance to support their learning.
4. To carry out Health and Safety checks relating to the Contracts, including placement pre-vetting, employer/student sign ups, monitoring and accident investigation.
5. To carry out reviews on a caseload of students to monitor progression and to assist in the implementation of pastoral and welfare systems provided for students.
6. To develop where appropriate individual learning plans to manage students programme of learning.
7. To work closely with Faculties to secure student achievement.
8. To play an active role in the marketing of the College which may involve liaising with agencies or other educational providers and attendance at open evenings or publicity events.
9. To undertake tracking of student progression, destination and outcomes where appropriate.
10. To recruit students onto suitable courses to ensure effective numbers on programme.
11. To prepare and submit reports of students to internal and external authorities about their progress, attainment, personal qualities, interests, potential, discipline, etc.
12. To identify students in need of support and advise or refer students as appropriate.
13. To match potential learners with suitable employers with a view to securing work experience placements and/or employment.
14. To contact potential employers by telephone/ visits to market the availability of College Learners needing placements, job appointments etc.

15. To attend appropriate functions/seminars/workshops etc, related to maintaining quality provision.
16. To actively promote equality & diversity within the College community ensuring that any issues/ concerns are appropriately addressed.
17. To ensure that the College community is appropriately safeguarded in line with procedures.
18. To be aware of and abide by the College's health and safety procedures and associated policies.
19. To proactively implement the College's policies and procedures.
20. To undertake any other relevant duty as may reasonably be requested by the Principal.

This description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date: March 2011	Signature:
Issue No: 1	Ref: Jobdesc/wemployerengagementadvisor

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: EMPLOYER ENGAGEMENT ADVISOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience in educational or training environment. Experience of liaising with external organisations/stakeholders	Experience in Construction or allied trades Experience of working with apprenticeships	Application Form Interview
EDUCATION & TRAINING	Educated to NVQ Level 3 or equivalent in a relevant area Level 2 qualification i.e. GCSE grade A*-C in English Language and Maths	Qualification in Health & Safety i.e. NEBOSH. Qualification in Construction or allied trades	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Familiar with IT with good word processing skills. Excellent knowledge of Health and Safety. Good organisation/administrative skills. Excellent communication/report writing and interpersonal skills. High level of attention to detail	Good spreadsheet skills. Good understanding of Construction Industry. Knowledge of Government training schemes i.e. Apprenticeships Knowledge of NVQ Framework. Experience/qualification in Construction or allied Trades	Application Form Interview
ADDITIONAL FACTORS	Full driving licence and own transport. Enthusiasm for area of work. Commitment to Equality and Diversity Policy Flexibility to work across all College sites Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.