

JOB DESCRIPTION

POST:	BUSINESS ENGAGEMENT CO-ORDINATOR – CONSTRUCTION & BUILT ENVIRONMENT
RESPONSIBLE TO:	BUSINESS ENGAGEMENT MANAGER - CONSTRUCTION & BUILT ENVIRONMENT
RESPONSIBLE FOR:	NONE

Main purpose of the post:

The role will support the Business Engagement Manager to ensure the continued design, delivery & implementation of the processes required to manage the West Yorkshire Consortium of Colleges (WYCC) ESIF funded projects.

The role will also ensure the completion, checking and submitting of participant evidence and learner information to substantiate claims to WYCC and playing a pivotal role in ensuring all contract compliance functions are aligned including claims & data management in association with each WYCC ESIF funded project.

Responsibilities:

1. To support the ESIF funded Business Engagement Manager with the implementation of projects
2. To close down and archive employer contracts
3. To ensure a streamlined approach to claims management in line with WYCC Service Level Agreements.
4. To support the Business Engagement Manager in developing, implementing & maintaining clear protocols and processes that ensure the effective management of ESIF contract requirements.
5. To maintain software within the College to collate learner participation and employer data.
6. To be responsible for the collation of qualitative data that substantiates partner claims on a monthly basis to WYCC.
7. To support the Business Engagement Manager in the production of performance data for projects.
8. To effectively communicate with all staff, partners & employers regarding any changes to funding rules.

9. To liaise with external partners to support effective & sustainable development of new partnerships
10. To undertake general administrative tasks including maintaining a Student Services appointment/diary system, word processing, data input, photocopying, filing etc.
11. To assist in the preparation of statistical information and reports for internal and external purposes as and when required.
12. To be aware of and abide by the College health and safety procedure and associated policies.
13. To proactively implement the Group's policies and procedures.
14. To undertake any other relevant duties as may reasonably be requested by the Principal.

This post is part funded by the European Social Fund.

This job 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 Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date: June 2019	Issue: 1	Ref: Job Desc/Business Engagement Co-ordinator
------------------------	-----------------	---

PERSONNEL SPECIFICATION

POST: BUSINESS ENGAGEMENT CO-ORDINATOR – CONSTRUCTION & BUILT ENVIRONMENT

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Proven track record of co-ordinating activities at this level. Experience of dealing with a wide range of clients / customers / stakeholders Relevant experience / proven track record in keeping effective auditable records	Experience of working within an educational environment Experience of working within a team and busy office environment	Application Form Interview
EDUCATION & TRAINING	Level 3 qualification or equivalent	IT qualification	Application Form Proof of Certificates at Interview
SPECIALIST KNOWLEDGE AND SKILLS	Excellent IT skills Excellent organisational skills and the ability to meet deadlines Accuracy and attention to detail Excellent communication skills and ability to proactively target employers/ organisations to ensure successful business engagement Ability to prepare statistical information and reports	Knowledge of the Construction Industry and working with cross-college departments and external agencies / organisations. Knowledge and understanding of ESIF project administration	Interview Application Form
ADDITIONAL FACTORS	Enthusiastic and intrinsically motivated Flexibility to work across all College sites Commitment to customer care The College is committed to Equality & Diversity, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment	Driving Licence and access to a car	Interview Driving Licence

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.