

**Job Description**

**Employability Development Officer**

**Job Title:** Employability Development Officer

Fixed term post until 11th July 2025

**Location:** Uxbridge, Harrow and Richmond Colleges (To be based at either Uxbridge or Harrow)

**Hours:** 36 hours per week, 52 weeks per year

**Grade:**  Scale SO1/SO2

**Reporting to:**  Employability Development Manager

**Background**

The primary responsibility of this role is to develop substantial industry placements for T-Level qualifications and Industry Placements for qualifications across the group. They are also responsible for the contribution to the overall development of employability across HRUC.

**Duties of the Post**

**Development of Substantial Industry Placement (SIPs) and Industry Placement opportunities with employers**

* To liaise with the external company in relation to development of Substantial Industry Placements (SIPs) and industry placements.
* To directly engage, where appropriate, with employers to develop SIPs and industry placements.
* To provide a link between the external company, employers, curriculum staff and pastoral staff in relation to the development of SIPs and industry placements
* To liaise with work experience co-ordinators and/or Student Progression Advisors where appropriate and other relevant staff in relation to development of SIPs and industry placements.
* To carry out health and safety and risk assessments for employers, obtaining appropriate insurances and ensure all employers are compliant.

**Preparing of students for SIPs and Industry Placements**

* To liaise with the curriculum teams and others in pastoral/employability roles to identify the key areas where students may need development prior to starting their SIPs
* To develop a programme of activity and approaches to equip students to be successful in their SIP.
* To deliver sessions for different student groups (and offer one to one sessions if needed) to help students prepare for their SIPs.
* To liaise with the curriculum teams and staff in pastoral/employability roles to ensure students are supported throughout their placement.
* To ensure regular contact with employers whilst students are on placement to ensure they succeed.
* To liaise with curriculum teams, work experience co-ordinators and others in pastoral /employability roles to develop and adapt systems to monitor the attendance of students at placement.

**Recruiting, Monitoring and Enrichment**

* To develop a database of students participating in SIPs.
* To produce reports on the development and participation in SIPs as required.
* To participate in the overall evaluation of SIP’s development and contribute to recommendations for the future development of the work.
* To keep all spreadsheets and records up to date regarding employers and students.
* To store records appropriately and in line with GDPR.

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**Administration**

1. Where required, maintain a diary of engagements for the Head of Employability and employability team, making appointments where necessary.
2. To word process correspondence and confidential material initiated by the Head of Employability or Employability Development Manager, including letters, reports, references etc.
3. To arrange meetings (e.g. student interviews, parents’ evenings), produce agendas and reserve rooms for such meetings.
4. To take minutes/notes of meetings and circulate information to parties concerned.
5. To receive incoming telephone calls on behalf of the Head of Employability and members of the Employability teams, and ensure all calls are handled efficiently and effectively.
6. To input data as required onto the College’s systems and databases and produce reports as necessary.
7. Plan, organize, and deliver employability events, workshops, and networking sessions for students including Turing Scheme overseas work placements.
8. Develop event agendas, source guest speakers, and prepare relevant materials to enhance student engagement and learning.
9. Attend networking events, job fairs, and industry conferences to expand the network and promote the college’s employability programs.
10. Evaluate the effectiveness of employability events and incorporate feedback for future improvements.

### **OTHER DUTIES**

1. To promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
2. To work occasional evenings and weekends as required.
3. To assist with promotion, supervision, management and administration of such College activities as may be required from time to time. In particular, to support the enrolment and Open Day activities of the College at busy times.
4. To take an active part in the Appraisal and Mentoring processes.
5. To comply with all relevant Health and Safety Regulations and assist the College in the implementation of its own Health and Safety Policy.
6. To ensure that the College’s Safeguarding Policy is implemented with regard to work experience placements

To carry out any other duties commensurate with the scale and grade of the post

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| **Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Employability Development Officer: Person Specification**

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|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Qualified to Level 3, with English and Maths achieved to GCSE Grade C or equivalent | **✓** |  | AF/Cert |
| Award in Education and Training |  | **✓** | AF/Cert |
| Knowledge, Skills and Experience |  |  |  |
| * Experience of working with young people
 | **✓** |  | AF/IV |
| * Ability to prepare and deliver workplace preparation sessions for young people
 | **✓** |  | AF/IV |
| * Ability to engage with employers to identify suitable and relevant work placements for learners
 | **✓** |  | AF/IV |
| Experience of meeting/exceeding targets | **✓** |  | AF/IV |
| Ability to evaluate placement outcomes | **✓** |  | AF/IV |
| Excellent communication skills, written and verbal | **✓** |  | AF/IV |
| * Ability to maintain up-to-date records
 | **✓** |  | A/IV |
| Good working knowledge of Microsoft Office software and systems/databases | **✓** |  | AF/IV |
| Good numeracy and literacy skills | **✓** |  | AF |
| Good organisation and administrative skills, and ability to prioritise workload effectively | **✓** |  | AF/IV |
| Good understanding of and commitment to Equality and Diversity and Safeguarding & Prevent policies | **✓** |  | AF/IV |
| Personal Attributes |  |  |  |
| Enthusiasm for and commitment to learners’ success | **✓** |  | AF/IV |
| Good time management skills | **✓** |  | AF/IV |
| Willingness to travel between campuses and off site when required including to attend networking and other events | **✓** |  | AF/IV |
| Willingness to participate in residential overseas placement visits | **✓** |  | AF/IV |
| Ability to work effectively as part of a team | **✓** |  | AF/IV |
| Ability to work unsupervised and use own initiative | **✓** |  | AF/IV |
| Willingness to work flexibly when required | **✓** |  | AF/IV |
| Competencies*Support staff should be able to demonstrate competency in the following areas:* Communication; Planning and Organising; Working Together; Customer Service; Adaptability/Flexibility | **✓** |  | AF/IV  |

\*Evidence of criteria will be established from:

AF = Application Form: IV = Interview; T = Test (Micro-teach/Skills test); Cert = Certificates checked on induction