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##### **Job Description**

# Head of Employability

Job Title: Head of Employability

###### Grade: HRUC Academic Pay Scale pt. 41 - 45

# Reporting to: Assistant Director – Enhanced Skills and Employability

Base: Harrow College and Uxbridge College, with frequent travel to Richmond College

# Purpose of the Job

The post holder will lead the development and delivery of achieving our targets for work experience, industry placements and employability across HRUC, working in close partnership with academic departments and corporate service teams. This will include leading strategies for the embedding of employability and skills in curriculum, the development of T Levels, expansion of placement-learning opportunities, and enhancing employer engagement activities.

You will have the ability to build positive and impactful relationships with academic heads and other relevant managers. The post holder will develop outstanding relationships with employers and partners to create excellent opportunities for learners both in the classroom and immersed with industry.

**Key Duties**

* Lead the Employability Section for HRUC, line managing the Employability Development Manager, Employability Events Coordinator and administrators.
* Ensure work experience and industry placement targets are met, ensuring that learners have access to high quality industry-relevant and meaningful work placements
* Act as a conduit between employers and the college ensuring that all business leads are referred to the appropriate School
* To ensure programmes meet all requirements of the study programmes including Employability skills, Work Related Activities and work experience.
* To lead HRUC to achieve Skillsbuilder Gold award across the group

**Corporate Responsibilities:**

* Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college.
* Set, monitor and deliver on key performance indicators across the College, aiming to deliver continuous improvement.
* To inspire and motivate staff, developing and managing team members effectively and enabling them to give of their best.
* To deliver value for money and manage resources effectively and efficiently, ensuring that targets are met.
* To promote the college and develop effective partnerships with employers, sector bodies, schools and the local community, and other representative bodies as appropriate.
* To proactively promote and support the College to fulfil its statutory and corporate responsibilities regarding safeguarding, Equality, Diversity and Inclusion, data protection and health and safety.

**Work Experience and Industry Placements**

* Support the Assistant Director and other members of the College management team with the strategic development of work experience provision at HRUC, including the development of an employability strategy
* Manage and develop a work experience monitoring process that ensures key areas are checked regularly, including the completion of health and safety documentation

Work closely with Heads of Schools to oversee and report on the operational management procedures and implementation of work placements

* Responsible for the analysis of placement data and manages the production and distribution of reports in connection to work placement matters including reports to Senior Leadership Team (SLT) and College Managers’ Group (CMG) and an annual evaluation of cross-college issues and strengths
* Responsible for the Employability Area’s Development Plan, produced in conjunction with the Assistant Director
* Develop a termly quality improvement plan for the Employability section, identifying areas for improvement relating to the provision of student work placements and work with academic and administrative teams to implement enhancement initiatives
* Be the account manager for the Navigate platform for HRUC in relation to work experience and employability engagement, working closely with the Assistant Principal – Student Aspiration and Projects and Assistant Director – Enhanced Skills and Employability
* Be responsible for developing a operational plan to ensure learners are able to reflect and articulate the skills they have learnt and developed on work placement and employability activities
* Be responsible for the management and monitoring of T Level placement activities including the T Level Placement monitoring group, and oversee the wok related to T level placement activity with the Department for Education and external bodies

**Industry Immersed Work**

* Develop work collaboratively with Heads of Schools and Section Managers on how study programmes have learners immersed with industry, including management of the pilot industry weeks initiative
* Manage the operations of rolling out Skillsbuilder to all learners across HRUC, including regular meetings with Skillsbuilder.
* Organise and hold termly meetings with members of the cross-college student voice to ascertain the views of learners in relation to work experience and employability, and act on accordingly
* Contribute to the development of the Employability Strategy in conjunction with the Apprenticeship Team
* Play an integral role in the organisation and management of the overseas Turing Scheme work placements, including leading overseas work experience placements
* Support with the management of the employer facing work related to key projects including the Heathrow Inclusive Learner Partnership and Aviation Generation

**Employers**

* Act as a conduit between employers and the college ensuring that all business leads are referred to the appropriate school
* Develop opportunities for employers to be involved in the co-design and co delivery of the curriculum
* Be an active member of the HRUC Skills and Partnership Group, chaired by the Chief of Business Strategy
* Be a designated link for identified Chambers of Commerce in our locality, and be the representative for HRUC at specific events and meetings
* Attend events organised by Chambers and Partnership groups as directed, including award ceremonies, launches, networking and other activities that may fall outside of working hours
* Be involved in the recognition and celebration of employers including the organisation of an annual employers event and directed communications of thanks

**Safeguarding Children and Vulnerable Adults:**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

**Other**

1. To promote Equality and Diversity and Safeguarding/Prevent and implement the College’s Equality and Diversity and Safeguarding/Prevent policy -including within HRUC curriculum & quality strategies.
2. To provide a secure and safe learning environment including ensuring the preparation of Risk Assessments within the College and implementation of the College’s Health & Safety Policy.
3. To complete all documents necessary to comply with College policies, e.g. agency booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.

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

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**Head of Employability**

**Person Specification**

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| **Qualifications, Knowledge and Experience** | **Essential** | **Desirable** | **Assessed by\*:** |
| * Qualified to a minimum Level 4 standard | **✓** |  | Cert/AF |
| * Experience of working in Further Education, including curriculum development | **✓** |  | AF / IV |
| * Up to date knowledge of curriculum developments and recent initiatives in T Levels and Enhanced Skills | **✓** |  | AF/IV |
| * Understand of the requirements Gatsby Benchmarks/Matrix and Enhanced Skills Inspection framework in relation to employability and work experience | **✓** |  | IV |
| * Knowledge and experience of quality improvement processes | **✓** |  | AF/IV |
| * Understanding and practical application of inclusive learning strategies and a proven commitment to equality and diversity | **✓** |  | AF/IV |
| Successful experience of managing a team in FE, including coaching and developing staff | **✓** |  | AF/IV |
| * Understanding of the education market, including regional and community influences | **✓** |  | AF/IV |
| Experience of managing change and implementing new initiatives including curriculum developments | **✓** |  | AF/IV |
| Understanding of FE funding requirements |  | **✓** | AF/IV |
| Experience of efficient resource management | **✓** |  | AF/IV |
| * Experience of building and maintaining effective working relationships with employers and other external partners | **✓** |  | AF/IV |
| * Experience of developing programmes to develop students’ employability skills | **✓** |  | AF/IV |
| * Experience of work experience development | **✓** |  | AF/IV |
| * Willingness to work across the 5 College campuses, and travel to multiple locations in a working week | **✓** |  | AF/IV |
| * Able to plan and organise own time to manage multiple prioritise and meet deadlines | **✓** |  | AF/IV |
| * Drive and results-focus | **✓** |  | IV |
| * Excellent communication skills | **✓** |  | AF/IV |
| * Good IT skills | **✓** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies | **✓** |  | AF/IV |
| * Evidence of continuous professional development | **✓** |  | AF/IV |
| * Experience of leading overseas trips or willingness to lead and manage overseas work experience placements, which may result in a minimum of two weeks away from home at one time | **✓** |  | AF/IV |
| * Willingness to work outside office hours to attend networking events or other business engagement activities | **✓** |  | 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