

Job Description & Person Specification



Work Placement Officer x 3 posts Fixed term to 30 June 2019

Salary:	Post 1 & 2:	£25,630 - £27,210 pa inclusive
	Post 3:	£12,815 - £13,605 pa inclusive
Hours:	Post 1 & 2:	36 hours per week
	Post 3:	18 hours per week
Leave:	Post 1 & 2:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
	Post 3:	90 hours per annum plus public holidays plus up to 18 hours Christmas efficiency closure
Responsible to:	Work Experience (WEX), Employability and Careers Manager	
Location:	This posts will initially be based at the Main Campus, Isleworth however, you may be required to undertake work at the Skills and Logistics Centre, Feltham	

The purpose of the posts: To work with the WEX, Employability and Careers Manager in delivering the College's the work experience programme which ensures students complete a meaningful period of work experience including substantial work placements in preparation for T-levels.

Working with employers, students and staff, you will develop, plan and deliver a range of resources, activities and events to identify and maximise opportunities for students to gain practical skills in safe, relevant and realistic work settings and enable them to compete in the current job market.

Main duties and responsibilities:

1. Establish creative and effective activities/processes to identify, establish and develop a network of employers to provide appropriate work experience and/or substantial work placements
2. Source and track meaningful and relevant work experience/placement opportunities to an assigned caseload of students that meet targets and College and curriculum areas requirements
3. Liaise with employers and other placement providers to ensure all work experience/placements conform to College legal, health and safety and other statutory requirements
4. Build and maintain strong relationships with employers and other placement providers to engage and promote WEX and employability opportunities to increase the number of providers working with the college
5. Establish events to identify and promote work experience/placement opportunities

Working with Students and the Curriculum

1. Work with curriculum areas and Employability Advisers (EAs) to coordinate work scheduled experience/placements and the timely completion of essential processes and checks
2. Deliver work experience presentations and regular class sessions to support preparation for work experience/placement
3. Develop and administer a Job Shop which provides students with volunteering and employment opportunities, support with CV and interview techniques
4. Identify opportunities for employers to influence the curriculum through formal feedback, questionnaires and forums and communicate employer engagement and employability opportunities including projects, visits and speakers

Data Management, Health and Safety and Monitoring

1. Ensure all active work experience/placements demonstrate Health and Safety compliance including insurance certificates, risk assessments, safe guarding and are in line with College and other external guidance prior to student undertaking work experience/placements
2. Administer checks, as required by relevant agencies/subject areas e.g DBS, CSCS cards etc.
3. Utilise College tracking systems and procedures in a timely manner with accurate information to monitor, track and record the workplace assessments, attendance and progress of students in placements and ensure students complete relevant feedback/surveys demonstrate impact measures
4. Prepare reports and present data in a suitable format for internal and external meetings and ensure audit, awarding body, funding criteria and Service Level Agreements are adhered to
5. Provide effective information, advice and guidance to students and employers including Health and Safety briefings

Quality, Impact and Improvement

1. Ensure programme and student records/data is monitored, maintained, evaluated and improved by deploying quality improvement processes to improve efficiency and effectiveness
2. Ensure timely completion of surveys for WEX activities and monitor the impact measure, responding to negative and positive feedback from employers and students to ensure successful outcomes
3. Offer quality CPD support to employers to support students work experience/placement and act as the first point of contact for WEX and job vacancy enquiries from internal and external individuals and organisations
4. Capture case study testimonials and destinations for evidence of positive impact and make effective use of social media, displays and presentations to promote work experience service
5. Have an understanding of and promote other College products and services including opportunities for partnership, collaboration work, Apprenticeship progression and maintain a wide, up to date, knowledge of employer engagement opportunities across all sectors

General

1. Efficiently co-ordinate appointments and business needs, working flexibly (weekends and evenings) when required and undertake additional duties at enrolment times as required
2. Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work
3. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy
4. Promote a positive image of the College in all contact with students, employers and professional bodies
5. Adhere and comply with the College financial regulations
6. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the college
7. Participate in relevant promotional and marketing events
8. Liaise with appropriate student support agencies within the College, e.g. College counsellors, nurses, student learning advisers
9. Liaise as required with relevant external agencies
10. Carry out any other reasonably comparable administrative duties as may be required by the Work Experience (WEX), Employability and Careers Manager

Person Specification

Please study the items in this person specification carefully when completing your application form. We need evidence and practical examples of how well you meet each criterion.

1. Educated to at least a level 3 or hold a higher level professional qualification in Information Advice and Guidance or a relevant subject plus a minimum of 4 GCSE including maths and English at grade C/4 or above or equivalent qualifications.
2. Experience of coordinating work experience or an employer engagement role and understanding of external guidance and requirements for work experience/placements.
3. Experience and knowledge of Health and Safety and Risk Assessments in the workplace. IOSH or NEBOSH is desirable.
4. Previous experience of the FE environment, working with young adults and student learning.
5. Strong administration, planning and organisational skills and the ability to prioritise a varied workload to ensure that deadlines are met and outputs are of the highest standards.
6. Focused on quality and impact measures with good analytical skills and understanding of quality standards with an ability to work towards and meet targets.
7. Excellent verbal and written communication skills and the ability to engage effectively and professionally with both internal and external stakeholders at all levels.
8. High level of interpersonal skills, customer focussed with excellent customer service skills.
9. Strong IT user with high-level word processing, database, spreadsheet and digital literacy skills, including effective use of social media.
10. Ability to motivate and inspire others; to be open and responsive to others; use initiative, be highly flexible/adaptable and be responsive to change; to work as an effective team member and independently.
11. Willingness and ability to travel across sites and to visit employers.
12. Sales, negotiation and mediation Skills and knowledge of CRM systems is desirable.
13. Be willing to undertake training and development as required within the role.
14. Have an awareness of safeguarding and prevent and understanding of equal opportunities.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date:	6th July 2018
Post reference number:	WEX18
Interview date:	17th July 2018

Conditions of Service

Contract:	Post 1 & 2: Full time. Fixed term until 30 th June 2019 Post 3: Part time. Fixed term until 30 th June 2019
Salary: Salary:	Post 1 & 2: £25,630 - £27,210 pa inclusive Post 3: £12,815 - £13,605 pa inclusive Please note the salary range for this post is points 29-31 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 29 Where there is evidence of current earnings in excess of point 29, the applicant may be placed at the salary point higher than their current salary
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	Post 1 & 2: 25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure Post 3: 90 hours per annum plus public holidays plus up to 18 hours Christmas efficiency closure
Hours:	Post 1 & 2: 36 hours per week Post 3: 18 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.