# ` **Job Description**

# **Job Title:** Enterprise andEmployability Officer

**Responsible To:** Assistant Principal: Curriculum

**Job Purpose:** To provide support to Enterprise and Employability functions

## Principal Responsibilities

1. To assist the Senior Officer Enterprise and Employability with various projects and activities across South Campuses;
2. To assist the Senior Officer Enterprise and Employability in promoting the services of Enterprise and Employability to all students to encourage engagement and raise employability expectations;
3. To provide support to students looking for employability support by holding group and one-to-one sessions;
4. To organise and co-ordinate activities on various campuses across the College with the main focus on the South Campuses;
5. To help develop productive links with industry, commerce and the public sector to secure opportunities for entrepreneurial activities and employment for students through NPTC Recruit/Career Ready;
6. To assist teaching staff in delivering a program employability sessions to students throughout the College;
7. To help carry out initial interviews with students and gather relevant application information;
8. To signpost students to relevant staff as appropriate;
9. To liaise with other local and national business support/employability agencies;
10. To liaise with local employers to identify opportunities for students;
11. To ensure the relevant databases are maintained accurately and up to date regarding student details and employer information;
12. To maintain regular contact with registered students;
13. To provide budget updates to the Senior Officer Enterprise and Employability in line with NPTC Group’s financial regulations;
14. To fulfil the aims and objectives of the Career Ready business plan;
15. To provide regular progress reports to the Senior Officer Enterprise and Employability.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
5. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance;
6. To contribute to and represent the overall visions and values of the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Manager, which may lead to revisions in light of the operational requirements of the College.