

JOB TITLE: Construction Placement Officer

ROLE OVERVIEW

Job Title: Construction Placement Officer

Grade: EC4 (+20% PRP)

Faculty: Curriculum Development

Location: Exeter

Responsible to: Industry Placement Team Leader/Head of Faculty

Key Objectives

To coordinate industry placements for learners studying full time construction qualifications at Level 2 and 3. To achieve this will require you to work closely with employers, lecturers and students.

Main Duties

- Secure construction industry placements for full time learners and track the successful completion of these placements.
- To be a single point of contact for construction industry placements in the faculty, but to work closely with other similar roles to provide a coordinated and professional service to employers.
- Complete workplace Health and Safety checks, maintain and update the employer database.
- Communicate with Employers, Skills Officers and partners to establish potential construction industry placements.
- Liaise with employers to ensure the employer fully understands the construction industry placements and any involvement expected from the employer.
- Complete checks on learners during their construction industry placements, and when required visits to site to carry out reviews progress towards learning goals.
- Liaise with curriculum staff to ensure learners are prepared for, and successful on their construction industry placement.
- Maintain learners' online files in line with audit requirements and using the software provided (Navigate)
- Track the completion of the health and safety qualification and/or CSCS cards that learners could complete as part of their core programme.
- Promote available grants and funding to employers and learners designed to support construction industry placements.
- Attend and contribute to team and relevant cross-college meetings
- Keep up to date with current developments relating to Skills England, Construction and the construction curriculum in Further Education.
- Ensure own continuing professional development and take part in College staff development events as appropriate.

Mandatory Duties

- Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
- Commitment to Equal Opportunities.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

This job description is current at the below date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: July 2026

Person Specification

JOB TITLE: Construction Placement Officer

Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria

- Working in a dynamic and target driven team (A/I)
- Experience of working with a range of stakeholders, including employers (A/I)
- Using own initiative (A/I)

Desirable Criteria

- Working in the construction industry
- Working with young people and adults (I)
- Knowledge of 16-18 curriculum (A/I)

Skills and Abilities

Essential Criteria

- Ability to promote construction placements, using influencing and persuasion skills (A/I)
- Ability to build, develop and maintain relationships with employers (A/I)
- Excellent communication skills, with the ability to adapt communication style depending on audience (A/I)
- Ability to manage and prioritise own workload (A)
- IT literate – use of Microsoft Office (Word, Excel, Access, PowerPoint) (A)
- Excellent administrative skills (A)
- Driving Licence (A)

Qualifications and Professional Knowledge

Essential Criteria

- GCSE English and Maths at Grade 4/C or above (or equivalent) (A)

Desirable Criteria

- Health and Safety Qualification (or willingness to work towards) (A)
- Vocationally related qualifications at level 2 and above (A)

Personal Qualities

Essential Criteria

- A positive can-do attitude demonstrating enthusiasm and drive (I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults (I)
- Responsible for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality (I)
- Occasional availability to support evening events (I)

Reviewed: July 2026



OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.