

# Job Description and Person Specification



## Work Placement Officer

<b>Salary:</b>	<b>£20,103- £22,710 pa inclusive</b>
<b>Hours:</b>	<b>36 hours per week</b>
<b>Leave:</b>	<b>25 days per annum</b> <b>plus public holidays plus up to 3 days Christmas efficiency closure</b>
<b>Reports to:</b>	<b>Work Experience (WEX), Employability and Careers Manager</b>
<b>Location:</b>	<b>This post will initially be based at the Main Campus, Isleworth</b>

### The purpose of the post:

To work with the WEX, Employability and Careers Manager in the coordination of the college's work experience programme and to identify and maximise the number of opportunities for students to gain practical skills in safe, relevant and realistic work settings that will enable them to compete in the current job market.

### The main duties and responsibilities are to:

1. Work with the WEX, Employability and Careers Manager in the planning, facilitating and tracking of internal and external WEX placements for students across curriculum areas and levels
2. Build and maintain strong relationships with employers and other placement providers to actively engage and promote WEX and employability opportunities to increase the number of providers working with the college
3. Maintain the college's database of WEX Employers to ensure that information is accurate, current, accessible and utilised effectively
4. Liaise with curriculum areas and Employability Advisers in advance of WEX placements taking place in order to ensure the timely completion of relevant employer checks, parent consent letters etc.
5. Liaise with employers and other placement providers to facilitate processes for necessary Health & Safety audits, insurance checks and the gathering of required information
6. Act as the first point of contact for WEX and job vacancy enquiries from internal and external individuals and organisations
7. Track and chase necessary post-placement paperwork from Employability Advisers, curriculum staff and employers
8. Maintain an efficient system for filing paperwork and statistics collection to ensure effective and timely retrieval of information for audit requirements, reports and service level agreements
9. To liaise closely with Employability Advisers, and contribute to the delivery of the College's Employability programme
10. To assist with the organisation and delivery of Cross College careers and employability events
11. To build awareness of employment and volunteering opportunities across the College by advertising vacancies through the Job Board and working with students in Job club activities

12. Maintain the currency and relevancy of information on the Careers and Employability Moodle course i.e. placement guidance, advertising vacancies and providing general information to support students and staff. Ensure that other media such as social media, displays and presentations are kept up to date.

### **General**

1. 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.
2. Promote a positive image of the College in all contact with students, employers and professional bodies.
3. Adhere and comply with the College financial regulations.
4. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the college.
5. Participate in relevant promotional and marketing events.
6. Liaise with appropriate student support agencies within the College, e.g. College counsellors, nurses, student learning advisers.
7. Liaise as required with relevant external agencies.
8. Carry out any other reasonably comparable administrative duties as may be required by the Work Experience (WEX), Employability and Careers Manager.
9. Undertake additional duties at enrolment times as required, including occasional evening work.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess a NVQ level 3 qualification in a relevant subject
2. Minimum of 4 GCSE including Maths and English at grade C or above or equivalent qualifications.
3. Previous experience of the FE environment, working with young adults and student learning
4. Experience of coordinating work experience or an employer engagement role is desirable
5. Strong administration and organisational skills
6. Excellent verbal and written communication skills and the ability to engage effectively and professionally with employers and other external stakeholders
7. IT literate with high-level word processing, database and spreadsheet skills with the ability and willingness to learn new IT skills
8. Be able to work to organise workload to meet deadlines
9. Be able to work as part of a team, use own initiative and work independently
10. Be willing to undertake training and development as required within the role.
11. Have an awareness of safeguarding and prevent.
12. Have an awareness 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:** 1pm, 20th July 2017

**Reference No:** 6WEC006

**Interview date:** 2nd – 9th August 2017

# Conditions of Service

<b>Contract:</b>	Permanent Full time
<b>Salary:</b>	£20,103- £22,710pa inclusive  Please note the salary range for this post is points 21-25 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 21  Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary
<b>Pension:</b>	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
<b>Hours:</b>	36 hours per week
<b>Probation:</b>	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.
<b>Disclosure</b>	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.