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**Job Description**

**Job Title: Work Placement Liaison Officer**

**Grade: Scale 7**

**Responsible to: Business Development Manager (Work Placements)**

**Introduction**

**The College Group’s Vision and Values are embodied in the following statements:**

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College Group is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College Group is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self-critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College Group is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College Group.

**What will I be doing? (Contribution statement)**

To provide students undertaking full-time vocational and technical study programmes with high quality work placements that enable them to develop practical and technical skills, substantive occupational work experience and an awareness of working life. The role will be to secure work placements with employers in line with key vocational and technical programmes offered by the College in order to meet contractual targets agreed with the Education and Skills Funding Agency (ESFA). The post-holder will be required to confirm employers’ health and safety compliance, including appropriate insurances, prior to placing a student into a work placement. Work placements will need to meet student demand and ensure they offer development of students’ knowledge, skills and behaviours in a real working environment. Once work placements have been established, you will monitor student progress in the workplace against agreed learning objectives. The post-holder will need to promote understanding of work placement requirements with College Group staff, students, parents and employers to support programme success, and also identify other College business opportunities with employers that might meet their business needs.

**Main Duties and Responsibilities**

1. With direction from the Business Development Manager (WP), to agree key employer sectors to promote, market and secure new work placement starts in line with College Group targets
2. Ensure all work placements are high quality and are suitable for a young person in relation to safeguarding controls (where these are appropriate) and in respect of health and safety measures, in accordance with ESFA guidelines.
3. Establish, monitor and review work placements in consultation with the Business Development Manager and College Group curriculum staff to ensure they provide opportunity to develop students’ knowledge, skills and behaviours in key sectors required.
4. Undertake visits to work placement locations as appropriate and conduct evaluations of work placements with students and employers in accordance with ESFA guidelines, and review students’ progress with employers to ensure they continue to develop skills and meet employer needs.
5. Take part in review meetings with the work placement team and curriculum staff and to track and monitor student progress and welfare while on work placement.
6. Engage in constructive and promotional (marketing/sales) discussions with employers about the range of employer services which the College Group can offer through training needs analysis, regarding government funded training – targets for Apprenticeship referrals will form part of this job role.
7. Take part in case conferences concerning students on work placement that might be at risk.
8. Conduct learner and employer inductions with students and workplace mentors/ supervisors to set clear expectations and requirements with all parties.
9. Ensure the completion of appropriate documentation by employers and students regarding work placements with respect to student progress, insurance, other legislative details and satisfaction surveys.
10. Ensure that evaluations of work experience performance are completed, processed and provided to curriculum staff within the College Group.
11. Use various electronic management information systems in relation to student work experience to monitor employer compliance, customer Information and other records as appropriate to ensure that these are appropriately and accurately updated.
12. Ensure that College Group and Curriculum Area health and safety policies are implemented, including periodic Health and Safety checks, and advise and assist the College Group Health and Safety Officer as appropriate.
13. Ensure that accurate, timely management information is collected and returned as appropriate.

**Other duties**

* 1. Maintain and develop effective communication, liaison and relationships with all staff
  2. Participate in appropriate cross organisation groups and committees
  3. To participate in the College Group’s appraisal process
  4. Undertake and deliver appropriate staff development and training
  5. To comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others
  6. Ensure compliance with and implementation of all College Group policies and procedures in respect of Equality and Diversity and pursue the achievement and integration of Equality and Diversity throughout all the College Group’s activities
  7. Assist the College Group in its compliance with Data Protection, Freedom of Information, Computer Misuse, copyright and information retention legislation
  8. Ensure compliance with and implementation of all College policies and procedures in respect of Safeguarding legislation.
  9. The post holder will provide services across all College Group sites therefore travelling and working away from normal base will be required from time to time.
  10. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the HR Manager through the College Group appraisal scheme
  11. Carry out College Group administrative procedures including record keeping and production of reports

Date Job Description originally prepared: 17 July 2018

Date Job Description reviewed: 31 October 2019

Agreed by Job Holder: Date:

Approved by Manager: Date:

Approved by Director of Human Resources: Date:

***Notes;***

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership team.***

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# Person specification/Competency Profile - Work Placement Liaison Officer

***When completing your application form please evidence how you fully meet each of the essential criteria [E=Essential, D=Desirable]***

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| --- | --- | --- | --- |
| **skills and core competencies** | **ESSENTIAL** | **DESIRABLE/ PREFERRED** | **How Measured** |
| **Technical competency and knowledge (qualifications and training)**   1. An appropriate level of academic qualification at level 2 or above 2. Evidence of CPD (ESFA programmes/ employer engagement/ customer service, Health & Safety, Equality & Diversity, Safeguarding, etc.) | ✓ | ✓ | Qualification certificates  Job related training certificates/ Application/ Interview |
| **Experience, knowledge and judgement**   1. Strong IT skills (including MS Office/ 365/ e-portfolios or similar packages) 2. Experience of effective customer service with a wide audience 3. Evidence of a strong, successful track record and skills with employer engagement and meeting related targets 4. Evidence of strong track record of providing effective information, advice and guidance 5. Understanding of learning objectives within a further education environment 6. Knowledge of Health and Safety requirements in the workplace 7. Ability to use computerised customer databases 8. Takes appropriate and relevant information into account before making decisions | ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓ | Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview |
| **skills and core competencies** | **ESSENTIAL** | **DESIRABLE/ PREFERRED** | **How Measured** |
| **Personal qualities, communicating and relating to others**   1. Disciplined and productive to achieve goals 2. Ability to work on own initiative - plan and manage targets 3. Excellent organisational skills to manage own caseload of work placements 4. Good written and verbal communication skills:  * ability to provide concise verbal feedback * timely written reports * develop and maintain effective communication, liaison and relationships with colleagues and third parties | ✓  ✓  ✓  ✓ |  | Interview  Interview  Application/ Interview  Application/ Interview |
| **Other**   1. Possession of a clean driving licence 2. Willingness to use own vehicle for business purposes 3. Able & willing to work flexibly | ✓  ✓ | ✓ | Application/ Interview  Interview  Interview |