

Job title:	Employer Engagement Consultant (Construction)
Reports to:	Employer Engagement Manager
Business area:	Work Placements
Responsibility for others:	No

JOB DESCRIPTION

Purpose and context:

Reporting to the Industry Engagement Lead proactively identifying, engaging and securing new SME construction employers to provide high-quality industry work placements, supporting the delivery of funded placement targets.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Key Responsibilities:

- Proactively identify and engage new SME construction employers and subcontractors.
- Spend the majority of working time in the field visiting construction sites and employer premises.
- Secure new industry work placement opportunities across priority construction trades.
- Build relationships with site managers, contracts managers, project managers and business owners.
- Develop and maintain a healthy pipeline of prospective placement employers.
- Attend construction networking events and engage with local supply chains to identify new opportunities.
- Work closely with curriculum teams and Employer & Progression Coaches to match learners with suitable placements.
- Maintain accurate employer records and pipeline activity within CRM.
- Contribute to the achievement of WYCA-funded placement targets and other externally funded work placement initiatives.

Generic Responsibilities:

- Represent and promote the Group's brand values internally and externally; acting as an ambassador for business development and promote innovation on behalf of the College.
- Ensure that the Group's internal customers receive an excellent customer service experience in all dealings with the business development service.
- Deliver your day-to-day duties consistently within the service level agreement.
- Promote the groups vision, mission and values ensuring that the student experience is uppermost in implementation.
- Contribute to the annual quality review of the service and the programme of continuous improvement.

- Actively promote and act, always, in accordance with college policies, e.g., Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Contribute to delivering the groups communications strategy, playing a supporting role in ensuring that communications are high quality and that our workforce is respected.
- Participate in the Group's Annual Staff Performance and Development Reviews as a reviewee.
- Contribute to the delivery of the Group's Strategic Development Plan.
- Support the achievement of the Group's quality objectives including those from external bodies.
- Undertake other reasonable duties commensurate with the level of the role.

Personal & Professional Development

Participate actively in the Group's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the Group.

Participate in a minimum of 30 hours (pro rata for part time) per year learning development.

Responsibilities of all employees within the Group:

- Demonstrate a commitment to Group values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Are committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with Group policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification: Employer Engagement Consultant		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u> GCSE English & Maths A*- C / 9 - 4 or equivalent qualification A relevant Level 3 qualification in Customer Service or Equivalent (or willing to work towards) or relevant experience Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential Essential Essential	Application Application Application
<u>Relevant Experience:</u> A successful track record of business development in a comparable role Experience of working in an educational setting Knowledge of the apprenticeship and Further Education funding system Good levels of data analysis Good knowledge of CRM systems & usage Good understanding of Government policy and skills priorities Knowledge of FE/HE products Excellent interpersonal skills including confidentiality and attention to detail Experience of liaising directly with external customers and suppliers, including presentation skills	Desirable Essential Desirable Essential Desirable Desirable Desirable Essential Essential	Application Interview, Task Application, Interview, Task Interview Application, Interview Application, Interview Application, Interview Application, Interview
<u>Skills and Knowledge:</u> Excellent oral and written communication skills	Essential	Interview, References

Excellent interpersonal and networking skills	Essential	Interview, References
Excellent problem solving and decision-making skills	Essential	Interview, References
Excellent numerical and verbal reasoning skills	Essential	Interview, References
Ability to use digital tools at a level commensurate with job role	Essential	Interview
Understanding of the use of technologies for learning and e-learning	Essential	Interview
Able to develop self and others	Essential	Interview
Ability to travel between college sites and employer's premises	Essential	Interview
Ability to work flexibly, including evening and weekend work on isolated occasions	Essential	Interview
<u>Additional Factors:</u>		
Excellent oral and written communication skills	Essential	Interview
Excellent interpersonal and networking skills	Essential	Interview
Excellent problem solving and decision-making skills	Essential	Interview
Excellent numerical and verbal reasoning skills	Essential	Interview
Ability to use digital tools at a level commensurate with job role	Essential	Interview
Understanding of the use of technologies for learning and e-learning	Essential	Interview
Able to develop self and others	Essential	Interview
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, the ability to work at all sites is required	Essential	Interview