



A PLACE TO BELONG

JOB PROFILE

Job title: Work Placement Officer - Construction

Grade: Band 6

Accountable to: Employer Partnership Advisor

Responsible for: Direct employer liaison to secure work placement opportunities for construction students, including extended work placements and those looking for 30-hour work placement opportunities, achieving our annual targets. Administering the placement co-ordination, set up and logging, in collaboration with wider business development team and curriculum teams.

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

Specific duties and responsibilities:

1. Liaise directly with construction employers, home builders, supply chain, contractors, subcontractors, housing providers, developers and related businesses to identify, secure and coordinate work placement opportunities for learners.
2. Carry out general sales functions and business development functions, such as outbound calling, email campaigns and networking to generate new work placement opportunities, travelling as required.
3. Work with the Employer Partnerships Advisor to develop longer-term partnership

opportunities with employers, creating a package/menu of engagement opportunities, including work experience, work placements, site visits, event attendance and support with curriculum delivery.

4. Engage with employers involved in local construction and regeneration projects to promote the College's placement, apprenticeship and workforce development offer.
5. Manage a case load of construction placement opportunities ensuring all activity is logged and recorded accurately in the Navigate system, meeting all compliance requirements.
6. Work with management, professional service and administration teams to support the generation of accurate and timely information to support the development of employer engagement and employer partnership activity.
7. Attend evening and weekend recruitment events periodically, supporting the College to engage employers and potential learners (e.g., open evenings, jobs fairs)
8. Ensure that activity is appropriately and accurately tracked to provide appropriate reports on performance as required.
9. Liaise directly with curriculum teams to publish and publicise work placement opportunities on offer to students within the college.
10. Co-ordinate the collation of and process paperwork related to the work placement process, ensuring we can continuously review processes and refine our approach.
11. Work across the college with colleagues to track and verify the cross-faculty management of work placements, ensuring compliance with funding guidance.
12. Manage Health and Safety information for the work placement team, providing reports as requested for tracking and compliance purposes.
13. Develop highly effective links with employers and work closely with the employer engagement team to ensure commitments to training are fulfilled, and employer satisfaction is high.
14. Develop and maintain a good working knowledge of the construction sector, including emerging workforce needs, skills shortages and employment trends.
15. Provide reports on activity including recruitment figures and performance against target to key customers, stakeholders and managers.
16. Maintain an awareness of industry initiatives, skills policy, social value requirements and Section 106 employment and skills opportunities, identifying opportunities that may support learner engagement and progression.
17. Promote employer and curriculum engagement to ensure outstanding experience for students and to ensure our offer is fit for purpose for the industry.
18. Provide employers with exceptional customer service, advice and guidance to help secure repeat business.

19. Contribute to the forecasting and profiling of provision by submitting understanding of emerging, developing and declining workforce needs.
20. Be flexible in approach to work and adjust working patterns to suit business needs.

Culture

To lead by example, embodying College strategic values in all professional relationships, internally and externally.

NOTE

This job profile provides an overview of the principal duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role: Work Placement Officer		E/D	A	I	T
Qualifications:					
1	Level 2 Maths and English or equivalent at grade 4 (previously grade C)	E	X		
2	Hold a qualification relevant to the role	D	X		
Experience and Skills:					
3	Experience working in an employer engagement, business development, recruitment or customer relationship environment, with B2B experience preferred.	E	X	X	X
4	Experience of building and maintaining professional relationships with employers, customers or external stakeholders.	E	X	X	X
5	Experience of securing, coordinating or promoting work placement, apprenticeship, employability or industry engagement opportunities for learners.	D	X	X	X
6	Confidence in proactively contacting employers, building relationships and generating opportunities through phone, email and face-to-face engagement.	E	X	X	X
7	Strong organisational and administrative skills with the ability to manage multiple priorities and maintain accurate records.	E	X	X	X
8	Knowledge of, or experience working within, the construction sector.	D	X	X	X
9	Experience working within further education, training or skills environments.	D	X	X	X
10	Experience of maintaining accurate records and producing reports using CRM or database systems.	D	X	X	X
11	Ability to work independently, prioritise competing demands and deliver against targets.	E	X	X	X
Personal Attributes					
12	A proactive self-starter who can see what needs to be done and does it.	E		X	X
13	Highly organised with an ability to prioritise work.	E		X	X
14	Confidence to communicate with different and stakeholders.	E		X	X
15	Able to work quickly whilst maintaining attention to detail.	E		X	X
16	A flexible approach including multi-tasking in order to adapt to changing situations and meet deadlines.	E		X	X
17	A highly personable style that always represents the College in a professional manner.	E		X	X
18	Clear and accurate communication skills, both oral and written.	E	X	X	X
19	The ability to maintain confidentiality, and always remain tactful and diplomatic when dealing with others.	E		X	X
20	The ability to demonstrate a genuine commitment to uphold and promote equal opportunities and diversity.	E		X	X
21	A commitment to quality and excellence through evidence of continuing professional development.	E		X	X
22	The ability to demonstrate knowledge and understanding of safeguarding and other policy issues relevant to the post and College.	E		X	X
23	Ability to travel regularly between College campuses and external employer locations across Nottinghamshire and surrounding areas as required by the role.	E	X	X	X

KEY:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test