



A PLACE TO BELONG

JOB PROFILE

Job title:	Employer Partnerships Administrator
Grade:	Band 5
Accountable to:	Employer Partnerships Officer
Responsible for:	N/A

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. Lead and coordinated the administrative function for work placements
2. Lead and co-ordinate the administrative activities that take place across the Employer Partnerships Team to support all staff and students.
3. Work in conjunction with the Employer Partnerships Team, Heads of Faculty, Faculty Area Managers and relevant Curriculum and cross College colleagues to support quality processes through monitoring actions, deadlines and ensuring consistency across the faculty
4. Monitor and track the learner placement journey via Navigate and College reporting systems and work with the Employer Partnerships Team, curriculum and management teams to ensure the highest standards
5. Provide administrative support to the Employer Partnerships Team to ensure the consistent operation of the team to expected standards

6. Support the Employer Partnerships team to build and maintain links with external stakeholders, partner organisations and employers, through the provision of information and arrangement of meetings
7. 7. Co-ordinate and support the Employer Partnerships Team in the production of reports, including researching and accessing information, proofing and editing of documents and assigning working timeframes to ensure deadlines are met.
8. Work with management, professional services and administration teams to support the generation of accurate and timely information for the team
9. Lead the oversight of process and operation of compliance checks and other related admin on the Navigate system, advising Head of Employer Engagement and Employer Partnerships and Operations Manager where necessary
10. Liaise with curriculum and professional service teams to ensure the timely submission and tracking of relevant paperwork
11. Liaise with curriculum and professional service teams to ensure the appropriate management of work placement data.
12. Minute meetings where appropriate and directed by Head of Employer Engagement or the Employer Partnerships and Operations Manager and keep detailed local records where required
13. Carry out relevant general administration duties within the employer partnerships team
14. In collaboration with the quality team, oversee work placement-based quality processes to ensure timely completion and maintain consistent standards across the faculties.
15. Support the curriculum and work with employer partnerships team to track and verify the cross-faculty management of work placements
16. Support the effective management of quality-based processes such as audits of Navigate to ensure consistency across the faculties and co-ordinate the timely completion of work placements, including producing tracking reports where required.

NOTE

This job profile provides an overview of the principle 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.