

## **JOB DESCRIPTION**

**JOB TITLE:** Employability and Work Placement Officer

**GRADE:** 3

**DIVISION:** Education and Skills

**SECTION:** Birmingham Adult Education Service

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### **1.0 JOB PURPOSE**

- 1.1. To develop and coordinate new relations with employers that lead to cross-curriculum pre-employment, SWAP an in-employment courses in any sector as required by employers.
- 1.2. To co-ordinate bespoke pre-employment training programmes, and Sector Based Work Academies, for unemployed citizens of Birmingham; linking where appropriate with Birmingham based employers.
- 1.3. To co-ordinate the recruitment of learners by working with Job Centre Plus, curriculum and other partners.
- 1.4. To find, place, visit and monitor work placements for BAES learners where requested.
- 1.5. To support employability learners to find employment on completion of the programme.
- 1.6. To support learners to stay on programme throughout the learner journey.

### **2.0 DUTIES AND RESPONSIBILITIES**

- 2.1** To establish a network of contacts to maximise funding utilisation in priority areas in line with the Curriculum strategy.
- 2.2** To support the development of new provision for employers and J CP partners as required.
- 2.3** To collaborate and liaise with the marketing team on the promotion of employment related provision, including social media, printed marketing material.
- 2.4** To represent the service at appropriate events in order to promote the service.

- 2.5** Follow the agreed project delivery plans for each pre-employment programme carrying out relevant tasks within the timescales detailed.
- 2.6** Liaise with curriculum staff to enable them to design, sequence, develop and implement an appropriate curriculum to support employability project objectives and to meet the learning needs of learners.
- 2.7** Liaise with learner services and curriculum staff to co-ordinate initial assessment and Information, Advice and Guidance (IAG) services as appropriate.
- 2.8** Support and maintain positive, productive relationships with key Birmingham City Council (BCC) colleagues, stakeholders including Job Centre Plus (JCP), Voluntary and Community Sector (VCS) and the National Careers Service (NCS).
- 2.9** Liaise within BAES and external partners to help recruit eligible learners.
- 2.10** Completing all administration for the programme: booking learners in for assessments, room bookings for assessments/ courses, sending out letters for proof for (JCP) and liaising with (JCP) regarding who will be attending the programme to ensure they are directed to appropriate provision, taking ongoing calls for referrals and also waiting lists.
- 2.11** Monitor the progress of projects and produce reports as appropriate for internal and external stakeholders.
- 2.12** To monitor the performance of employability related provision against and ensure delivery of Key Performance Indicators as assigned by Line Manager.
- 2.13** Co-ordination of work placements for all BAES curriculum areas, providing supervision of its quality across the Service and reporting back to Heads of Faculty as appropriate.
- 2.14** To undertake Health and Safety Welfare assessments prior to work placements being agreed.
- 2.15** Visiting and monitoring of learners on work placements.
- 2.16** Identify and promote job opportunities to BAES learners.
- 2.17** Attend relevant meetings, write and present reports as required by BAES and other stakeholders.
- 2.18** Understand Government and BCC policies and strategies with regard to the employability agenda.
- 2.19** Understand government funding rules and eligibility criteria in relation to the employability agenda and adult skills more generally

- 2.20** To work effectively with colleagues, key partners and learners to support BAES's whole curriculum approach to safeguarding including Prevent, e-Safety and the whole organisation's approach to Equality, Diversity and Inclusion.
- 2.21** Undertake such associated duties in line with grading of the post as may from time to time arise, develop or be assigned.
- 2.22** Ensure compliance with health and safety, equality and diversity and safeguarding requirements
- 2.23** Support and ensure compliance with Birmingham City Council's policies and procedures on equal opportunities in all aspects of planning and delivery

### **3.0 SUPERVISION RECEIVED**

- 3.1** SUPERVISING OFFICER'S JOB TITLE:  
Head of Faculty: Vocational Skills, Digital Inclusion & Employability
- 3.2** LEVEL OF SUPERVISION:  
Plan own work to ensure meeting of defined requirements

### **4.0 SUPERVISION GIVEN** NONE

### **5.0 SPECIAL CONDITIONS**

- 5.1** May be required to work outside standard office hours which will include some evening and weekend work.
- 5.2** May be required to work from different sites or move between sites for which a casual car user's allowance is payable.

**"Right to work in the UK documentation will be fully checked for all applicants. All non UK and EU applicants are required to apply for a certificate of sponsorship from Birmingham City Council and must be approved by the UKBA before any employment offer can be confirmed."**

Observance of the **City Council's Equal Opportunities Policy** will be required.

**PERSON SPECIFICATION**

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**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. - Test or Exercise; P. - Presentation.

CRITERIA	ESSENTIAL	M.O.A.
<p><b>Experience</b> (Relevant work and other experience)</p>	<ul style="list-style-type: none"> <li>• Have a sound understanding of Government and BCC priorities in relation to the employability agenda</li> <li>• Have a sound understanding of Government funding rules and eligibility criteria with regard to adult skills</li> <li>• Have a good understanding of and experience in pre-employment training and delivery</li> <li>• Have a good understanding of the curriculum offer</li> <li>• Have experience of liaising and negotiating with key stakeholders</li> <li>• Demonstrate successful experience of devising and implementing plans to achieve project objectives and targets</li> <li>• Have successful experience of inter-agency and partnership working in an adult learning context</li> <li>• Have extensive experience of working with diverse communities</li> <li>• Have experience of writing reports and presenting information to a range of audiences, using a range of formats</li> <li>• Have experience of implementing systems</li> </ul>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF/I</p>

	for monitoring and evaluation purposes.	
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> <li>• Excellent interpersonal, listening and negotiating skills.</li> <li>• Ability to interpret and use data effectively.</li> <li>• Be able to show initiative and be self directed in managing own work.</li> <li>• Be able to think creatively and have good problem-solving skills.</li> <li>• Have good IT skills and be able to use a full range of IT applications in support of all aspects of the delivery of the project and associated administration.</li> <li>• Have excellent planning and organisational skills to meet project objectives and deadlines.</li> <li>• Be able to work flexibly to service the needs of learners and project partners.</li> <li>• Have effective communication skills and be able to establish and sustain positive relationships internally and externally</li> <li>• Have good numerical skills and the ability to apply these to manage and report on quantitative elements of projects</li> </ul>	AF/I  AF/I  AF  AF  I  AF  AF/I  AF  I  I/T
<b>Training</b>	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to your own and others personal professional development.</li> </ul>	AF
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications	<ul style="list-style-type: none"> <li>• Hold GCSE grade 5 or level 2 in English and Maths.</li> <li>• Hold or be willing to work towards level 2 in Customer Service.</li> <li>• Hold or be willing to work towards level 2 in Information, Advice or Guidance.</li> </ul>	AF  AF  AF

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.