

CONSTRUCTION SKILLS VILLAGE

JOB DESCRIPTION

Post Title:	Employer Engagement Officer
Department:	Construction Skills Village
Reporting to:	Operations Manager

Summary of the Post

The Employer Engagement Officer will work with the Operations Team to grow our engagement with the construction industry, in particular, looking to increase the provision of opportunities for upskilling, apprenticeship and employment.

Main Duties

1. To source, build and maintain relationships with construction-based employers to identify suitable/sustainable upskilling and recruitment (apprenticeship and/or employment) opportunities
2. To account manage employers and respond to their upskilling and recruitment (apprenticeship and/or employment) needs
3. Conduct employer vetting to ensure suitable/sustainable opportunities
4. Identify key employers who will provide opportunities for individuals
5. Effectively job match individuals at the Construction Skills Village to vacancies (apprenticeship and/or employment) paying due regard to employer recruitment and learner vetting requirements
6. Provide a high-quality service to individuals to support their progression into employment
7. Support the delivery of projects as and when required
8. Offer employability support to individuals seeking employment through various mediums e.g. face to face telephone and workshops.



9. Provide support to individuals to ensure in-work sustainment
10. Attend networking events with local and regional organisations to identify employers and suitable opportunities
11. Work with our partners including employers, Scarborough Borough Council and North Yorkshire County Council

Standard duties in all Construction Skills Village Job Descriptions

1. Engage in the implementation and coordination of all quality systems & procedures associated to this project
2. Show a commitment and actively promote diversity, equal opportunities and anti-discriminatory practices and ensure that these are fully embedded within the curriculum together with ensuring that any issues/ concerns are appropriately addressed.
3. Show a commitment to ensuring that children, young people and vulnerable adults engaged through this project are supported in a safe environment
4. Participate in relevant and appropriate training and development as required
5. Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and Northern Regeneration CIC policies
6. Ensure Northern Regeneration CIC and the Construction Skills Village is appropriately safeguarded in line with the appropriate policies and procedures at all times
7. Participate in the marketing of activities for the benefit of the construction industry and the Construction Skills Village as required
8. Be aware of and abide by the Constructions Skills Village health and safety procedures and associated policies and contribute to the risk assessment / method statement process including enforcing the wearing of full PPE as appropriate
9. Work collaboratively with the team to ensure the needs of our own business and the businesses we support are met at all times
10. Comply with Awarding Organisations requirements for all qualifications offered

11. Carry out such other duties as requested by the Operations and Managing Director

Method of Working

Northern Regeneration expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and learners. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and learners both formally and informally, offering guidance and information in accordance with Northern Regeneration's guidelines, policies and procedures when requested and contributing to the maintenance of the Construction Skills Village environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Northern Regeneration CIC and the Construction Skills Village staff. It is a prime objective therefore that staff will at all times project to the public the image of Northern Regeneration CIC and the Construction Skills Village as keen to assist wherever possible, and positively promote the work that is carried out across its services.

Please Note:

Northern Regeneration CIC meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk Northern Regeneration CIC is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

PERSON SPECIFICATION: Employer Engagement Officer

Guidance Notes: Please see the Essential and Desirable criteria required for the specific post.

Specification	Essential	Desirable	Examples Measured by
Relevant Experience	<ol style="list-style-type: none"> 1. A strong track record of working in partnership from both the private and public sector 2. Extensive experience of engaging, developing and managing strategic relationships for the benefit of all parties 3. Experience in maintaining strong working links with external stakeholders, awarding bodies, higher education institutions, employers and professional organisations as required by the needs of the project. 4. Experience in providing businesses with support to enhance their workforce or grow their businesses 	<ol style="list-style-type: none"> 1. Understanding of the education, training, apprenticeship sectors and their priorities to support business / employers needs 2. Understanding the funding streams and opportunities available for small and medium employers to capitalise on. 3. Experience in supporting construction employers identify, recruit and train future talent and current workforce to meet demand 4. Experience in supporting start-up businesses grow from inception to creation 	<p>CV Interview Performance of task/test at interview</p>
Skills and Knowledge	<ol style="list-style-type: none"> 1. Ability to communicate at all levels from directors in the boardroom to one-man enterprises 2. Ability to prioritise workloads in order to deliver projects on time and within budget 	<ol style="list-style-type: none"> 1. Experience of working in a business and educational environment 2. Experience in supporting the development of new enterprises 	<p>CV Interview</p>

	3. Ability to support local businesses grow their business through innovative approaches		
Personal Qualities	<ol style="list-style-type: none"> 1. Positive and enthusiastic approach 2. Good Team working skills 3. Good Organisational Skills 4. Maintain confidentiality 5. Ability to be innovative in the approach to support employers needs and those of our partners 	<ol style="list-style-type: none"> 1. Ability to work in a fast pace environment and embrace change 2. Ability to think laterally to meet employer needs 3. Ability to 	Interview Performance of task/test at interview

Please note that the Northern Regeneration CIC expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; and Northern Regeneration CIC would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.