

JOB DESCRIPTION



Job Title: Work Placement Officer

Responsible to: Work Placement Coordinator

Main Purpose: To source, identify and gain suitable work placement opportunities for students, to include coordination, monitoring and evaluation of these work placements. Make excellent connections with employers to maximise the students opportunity for sustainable employment or other progression opportunities.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. Organise and coordinate an agreed caseload of students to source, plan, monitor and evaluate impactful and meaningful work placements by:
 - 1.1 Liaising with the relevant curriculum based staff in order to ensure forward planning of work placements
 - 1.2 Assist in the learning activities so that students are prepared for their Work Placement.
 - 1.3 Match students with employers using information gained from curriculum based staff and Careers Coaches
 - 1.4 Respond to first line enquiries from employers, students and parents/guardians regarding placements
 - 1.4 Keep accurate records of Work Placements, ensuring there is sufficient evidence to meet the funding requirements
 - 1.5 Monitor student progress and visit students throughout their work placements
2. In collaboration with Curriculum Teams, Business Development Team and the Careers Team, establish and maintain effective productive working relationships with employers and their staff.

3. Act as a conduit between employers and the college ensuring that all business leads are referred to the appropriate college nominee and the college is kept informed on trends and business requirements.
4. To maintain an up-to-date knowledge of LMI and LEP priorities
5. Contribute to the College's market activity, to include outreach delivery to promote the College's provision.
6. Work as part of the wider Learner Partnership Team, to include participation in meetings, planning activities and staff development. Provide cover throughout the wider team where necessary.
7. Adhere to all College policies including the current data protection act and computer misuse act treating all data as confidential.
8. Advise the Work Placement Coordinator of any key issues that are or could impact on the quality of service delivered.
9. Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
10. Adhere to the Risk Management Policy and notify the line manager of any identified risk.
11. Undertake any other duties as directed by the Principal or delegated.

Person Specification

QUALIFICATIONS	Good general standard of education. A relevant Health and Safety qualification or the willingness to work towards one
EXPERIENCE	A proven understanding of Further Education and Higher Education sector. Demonstrable experience of working with groups of students Demonstrable experience of working with employers
KNOWLEDGE AND SKILLS	A good communicator at all levels. Able to give presentations to large groups of people, for example, students or colleague professionals. Be able to establish excellent working relationships with staff and external stakeholders at all levels Be able to establish excellent working relationships with students regardless of age, ability and support needs. Strong ability to use Microsoft Office Ability to drive with access to a car as the position will involve visiting employers and students on placements
TRAINING	A willingness to undergo any further training or development as, or when, appropriate.
PERSONAL QUALITIES	Outgoing and cheerful personality and disposition. High level of self-motivation and initiative with the ability to seek advice and assistance if necessary. Excellent interpersonal skills with the ability to communicate effectively with students, stakeholders and staff at all levels An organised, methodical and flexible approach to work. The ability to get on with people and work as a member of a team. Ability to stay calm and use persuasion at times in dealing with conflict or highly pressured situations. Ability to be a 'good ambassador' for the College.

Salary and Conditions of Service

1. Hours of work: 37 per week. Normal working hours will be between 8.30am and 5.00pm Monday to Friday; however, flexibility will be required to ensure there is no impact on service delivery.
2. New appointments to the College are subject to a 12 month probationary period.
3. Contributory pension with the Local Government Pension Scheme run by Suffolk County Council.

4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. This job description is current at the date shown. It may be changed from time to time in negotiation with the postholder.

Further Information

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.