**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** | |
| Work Placement Project Development Officer | Work Placements, T Level Project, Careers Team | |
| **SALARY** | **BENEFITS** | |
| £19,337 to £23,317 pro rota per annum, relating to qualifications and experience  plus holiday entitlement  **This post is 100% Funded by the European Social Fund: Supporting Technical Education in Lancashire Project.** | Local Government Pension Scheme  26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** | |
| T Level Project Lead, Work Placements and Careers Manager | N/A | |
| **KEY TASKS AND RESPONSIBILITIES** | | |
| The information below is intended to provide an outline of the workload of the job and its role. The job description outlines the main duties in general terms only and is not intended to be prescriptive.  The post holder will be expected to work in a flexible proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues. Due to the nature of projects the post holder will need to have excellent time keeping skills and work flexibility as deadlines will need to be met.  Specific responsibility will be work placement activity for projects. This post provides a key employer contact to determine employer’s business needs and make employers aware of what this project encompasses. The role will be required to work with employers to develop further opportunities, for example, extended industry placements, work taster weeks, to help facilitate further work placements for technical education students. This role is also to support employers with any aspect of training they feel needs to be considered to help them support technical education students, to benefit their industry further. This role will also be involved in health, safety and wellbeing visits. Another aspect of this role is around the creation of further employer engagement activities in all aspects of CEIAG to benefit their own industries and ultimately the workforce of the future. | | |
| **KEY TASKS AND RESPONSIBILITIES cont.d** | | |
| The intrinsic management of documentation/ recording by the post holder will be required to ensure that work placements are a safe place of working and all documentation including HASWELs are completed and employers are informed of individual learners needs, and will assist in identifying any additional support that may be needed by employers.  Specific targets relating to this post include the post holder with responsibility for completing business needs analysis with employers to understand the training needs of their business.  **Overall reason for project:** The Supporting Technical Education in Lancashire project provides a local solution to the ESIF 2.2 objectives to “provide improvements in the labour market relevance of skills provision through active engagement with relevant institutions and employers, particularly SMEs and Micro businesses. (More details in Part B)  This project was identified by Myerscough College in 2019/2020 to complement the work of the Work Placements, T Level Projects and Careers Team and will provide 100% funded staff who would proactively target employers. Due to delays with the Covid-19 pandemic the project will now start on 1 April 2021 and will cease on 31 July 2022. | | |
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| **DUTIES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative     To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles | |
| Promote College sustainability policies and strategies by personal commitment and lead by example. | |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.)  To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Maximise effective use of time and personal ability.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. | |
| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College.  Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively.  Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility. | |
| Ensure all accidents and near misses are recorded and reported following College procedures.  Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies.  Any other duties that may reasonably be required by Line Management and the Principal. | |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI)  Experience of working with employers (A/I)  Ability to engage with employers to develop organisational / training needs analysis (A/I)  The ability to sell products and/ or services leading to outcomes (A/I) |  |
| ***Attainments*** | |
| GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I) | Safeguarding level 1 or 2 (A)  L2 Health & Safety Qualification or willing to work towards (A/I)  IT Qualification (ITQ/ ECDL/ CLAIT) (A) |
| ***General Intelligence*** | |
| Good ICT Skills and Competency (A/I) |  |
| ***Special Aptitudes*** | |
| Personable approach and high levels of customer service (I) | Customer Service/ Business Administration qualifications (level 2 or above) (A/I) |
| ***Interests*** | |
|  | The European Social Fund and Education system in England (A/I)  Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Work Placement Project Development Officer | Work Placements, T Level Project, Careers Team |
| **SALARY** | HOURS OF WORK |
| £19,337 to £23,317 pro rota  **This post is 100% Funded by the European Social Fund: Supporting Technical Education in Lancashire Project.** | 37 hours per week  Fixed Term to 31 July 2022 |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,101 or more pa 12.5% Employee  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |