

## JOB DESCRIPTION

**Post:** Industry Liaison Officer

**Responsible To:** Deputy Principal/Head of Department

### Summary of Post:

To be responsible for securing, monitoring and assessing work placements in varied vocational areas for students. To act as the main point of contact for employer relations for these areas.

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### Specific Duties:

1. To locate and liaise with potential/existing employers in order to establish suitable work placement opportunities.
2. To assist the Head of Department or Programme Director in overseeing the general welfare and safe conduct of students within your responsibility.
3. To complete a risk assessment for each placement following college guidelines and national expectations.
4. To undertake initial instruction to prepare students for placement and monitor progress of students within the work placement.
5. To actively partake in quality assurance within the section.
6. To identify student's specific needs and requirements related to work and undertake group and one to one tutorials instructing students as need dictates.
7. To monitor and support both students and employers to ensure a positive training experience.
8. To assist the Head of Department in arranging and coordinating employer focused events for the vocational areas.
9. To instruct, reinforce and assess competency for the basic requirements of the work placement for Health & Safety and skills required for the job.
10. To co-ordinate and review students' work placement achievements with Head or Programme Director.

11. To ensure that all placements meet the criteria of the College with particular regard to Health & Safety procedures.
12. To maintain accurate records of placement visits and correspondence and input work placement information into the College customer relationship management system
13. To undertake regular monitoring visits to check attendance and gather work based evidence to support the students' progress towards agreed targets.
14. To attend department and course team meetings.
15. To be involved in students' induction, review and action planning.
16. To report to the Head or Deputy on points of concern.
17. To work with the ALS team to ensure up to date student risk assessments are available to employers enabling relevant adjustments to be made. .
18. To undertake assessments and review performance of all learners on placements.
19. To liaise with parents/carers in matters relating to work placements.
20. To work with the student and Course Tutor to plan the student's progression from placement.
21. To provide relevant safeguarding documentation to work placement Managers/Supervisors in accordance with the college guidelines.
22. To provide mini-bus driving (if applicable – not a requirement for all ILO roles)

### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.

8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	<b>EMPLOYEE SPECIFICATION</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighting</b>
<b>Skills</b>				
1.	Good interpersonal and communication skills	✓	✓	4
2.	Ability to work effectively on own initiative and as part of a team	✓	✓	4
3.	Ability to effectively manage time and records	✓	✓	4
4.	Flexible approach to work	✓	✓	4
5.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
6.	Good knowledge of Health & Safety related to work	✓	✓	4
7.	To have an understanding of the needs and abilities of people with additional support needs, demonstrating a commitment to social inclusion	✓	✓	4
8.	An understanding of the PREVENT agenda within FE.	✓	✓	4
9.	Have a valid driving licence (with D1 category, or willingness to gain) for transporting students to work experience placement. ONLY APPLICABLE FOR SOME ILO ROLES	✓	✓	6
<b>Experience</b>				
1.	The ability to use a range of software (both in house systems) and MS Office to comment on students' progression.	✓	✓	4
2.	Previous experience of organising work placements or supervising young people in the work place	✓	✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4

### Advice to candidates

#### **This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.