

Job Description and Person Specification

Post Title:	Employment, Work and Skills Coordinator
Reports to:	Community, Business, Work & Skills Manager
Scale:	5
Politically Restricted:	No

Overall Purpose

1. Shaping our Work and Skills agenda
2. Support residents to achieve their potential through paid and voluntary work and training

Key Roles, Tasks and Responsibilities

1. To develop and maintain effective working relationships with a range of partners from external organisations to include the Private Sector, Local Authority, Department of Work and Pensions, Probation Service, Employability Programme Providers, Universities and Voluntary Providers.
2. To develop and implement a programme of targeted activity that addresses employment shortfalls.
3. Act as the project lead to promote, coordinate and manage recruitment, work experience placements, apprenticeship, training and education related opportunities between external organisations, sector managers and recruitment leads in order to fill marketplace demands.
4. Support the Skills Brokers in the team with their recruitment opportunities and campaigns by working with partner agencies to provide a portfolio of suitable candidates, including targeted groups.
5. To monitor the performance/outcomes of the project against the targets/milestones/timescales and prepare and present progress reports to demonstrate achievements.
6. To develop, manage and lead frequent partnership project meetings and communicate project status to a wide range of stakeholders/interested parties.
7. Manage and lead on any required change as the project progresses.
8. To carry out such duties as may be required by the Manager, Head of Service or Director (and/or their deputy).

9. Continual assessment of current and future processes/challenges and apply the learning to future projects.
10. To keep abreast of developments arising including new training and support initiatives, legislative and other changes such as Skills England.
11. To undergo designated training sessions and seminars as necessary, this may be outside of normal working hours and/or at other establishments as may be required.
12. To assist the Manager in striving to achieve continuous review and improvement in project processes, procedures and targets and to ensure maximum efficiency, outcome and accuracy levels are achieved.
13. In providing this support you will work in partnership with a range of partners, Local Authority and Voluntary Sector providers. (Including schools, providers of further education, skills development, employers).

Post Characteristics

Allowances: mobile phone provided, casual car user

Security/safeguarding checks: Basic DBS Basic

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Strong project management and implementation background (*3,4)

Knowledge and experience of skills, training and employability environment and routes (*3,4)

Skills/Abilities

Essential:

Proven track record of working on own initiative to develop projects and see them through to completion. Essential 3,4

Ability to produce performance reports and present to partners and senior management (*3,4)

Think creatively and translate this into workable service solutions (*3,4)

Excellent organisational skills to be able to work across different sectors and locations (*3,4)

Ability to build and sustain strong collaborative working relationships that can deliver joint initiatives (*3,4)

Good verbal and written communications skills, including the ability to listen to other people's perspectives and action this (*3,4)

Ability to plan ahead to meet the growing need for the employment, skills and training agenda (*3,4)

Able to work on own initiative, be self motivated, prioritise work accordingly and work to tight deadlines (*3,4)

To be able to work as part of a wider team to deliver team goals and organisational priorities (*3,4)

This position requires you to have good information technology skills that include computer and mobile device skills as well as software skills, social media platforms (*3,4)

Qualifications/Training

Desirable:

Solution focused /motivational interview skills training (*3,4,)

Project management qualification (*3,4,5)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist

3. Application form
4. Probing at interview
5. Documentary evidence

Reviewed by: Community, Business, Work & Skills Manager

Latest Version Date: November 2024

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