NORTHUMBERLAND COUNTY COUNCIL

DRAFT JOB DESCRIPTION **APPENDIX 1**

Post Title: Business Advisor	**Director/Service/Sector: Employability and Skills, Wellbeing and Community Health Services Group**		**Office Use**
Grade: 6	**Workplace:** Ashington Workspace (may involve working from other NCC locations across the county)		**JE ref: 2883** **HRMS ref:**
Responsible to: **Employability Development Manager**	**Date:** April 2014	**Manager Level:** NA	

Job Purpose:

- Identify and engage with employers and support their training and recruitment needs
- Provide employers with sound business advice, including a recruitment and skills needs analysis
- Build relationships with local employers and match their recruitment needs with Northumberland jobseekers
- Work with employers to identify and secure vacancies, apprenticeship, work experience and other opportunities
- Deliver targeted outcomes for jobs, apprenticeships, traineeships and work experience.

Resources	Staff	None
	Finance	Responsible for assessing and allocating discretionary payments directly to employers (up to £10k p.a.)
	Physical	Responsible for security of laptop, mobile phone, mobile broadband & printer.
	Clients	Employers, including SMEs. Employer networks. Jobseekers resident across Northumberland. Training providers and other employment support organisations.

Main duties:

Employer relations

1. Provide business advice to a range of employers across Northumberland, including; recruitment advice and support, skills needs assessment and workforce planning support.
2. Provide general business advice as part of the diagnostic
3. Build and maintain strong and effective relationships with new and existing employers to identify and generate job vacancies
4. Work with employers to encourage and support them to offer apprenticeships, work experience placements, vocational routeways, work trials and other opportunities for Northumberland residents seeking work
5. Advise employers of programmes of support and funding available to them (including apprenticeship grants and wage incentives)
6. Develop and maintain relationships with employers to ensure they are satisfied with levels of support
7. Develop and maintain a wide knowledge of Local Labour Market Intelligence and opportunities for clients. Analyse labour market and recruitment trends to identify potential business opportunities

8. Manage a comprehensive recruitment offer and process to meet business need and contract outcomes
9. Establish close links with business support organisations and broker specialised business support where required
10. Work with training providers and other support organisations and ensure they meet the needs of employers in the local labour market.

Customer relations

11. Work with Employment Coaches and other staff to ensure candidates are appropriately matched to employer vacancies and prepared for interview
12. Work with Employment Coaches and other staff to ensure in-work support is being effectively provided and meets the needs of the employer
13. Maintain an understanding of candidate skills and expectations

Performance

14. Create opportunities in line with contractual requirements and fill opportunities in line with profiled contractual requirements and outcomes
15. Ensure work placement and other opportunities provided by employers meet required standards. Ensure health and safety and risk management procedures are adhered to
16. Monitor performance of work experience and other activities to ensure this meets the needs of clients, employers, funders and contractors.
17. Provide accurate and up to date records and management information/statistics as required by line manager.
18. Contribute to sharing of good practice

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Job requires some travel in and around Northumberland to different locations throughout the day. Some travel to neighbouring local authority areas across the region as required
Working patterns:	37 hours flexi time, may involve some occasional out of hours work
Working conditions:	Remotely managed - some lone working based in outreach office locations. Will visit employer premises across the county, including business, industrial and construction sites.

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PERSON SPECIFICATION **Appendix 2**

Post Title: Business Advisor	**Director/Service/Sector**: **Children's Services, Employability and Skills**	Ref:
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
Good level of general education to degree level or equivalent in a relevant subject area Advanced practical knowledge of business needs relating to recruitment and workforce planning Proven practical knowledge of how to engage with and maintain relationships with a wide range of employers Specialist understanding of the particular needs of SMEs Detailed understanding of the employment and training support available to businesses Detailed understanding of the opportunities available to employers through apprenticeships, traineeships and other government programmes Understanding of local and national labour market trends and drivers Understanding of the needs of out-of-work benefit claimants in Northumberland. Understanding of DWP out-of-work benefits and the wider benefits system. Understanding of the needs of employers and jobseekers in deprived areas	Awareness of welfare to work provision, policy and funding	
Experience		
Experience of direct engagement with employers in a general business support setting, or a welfare to work or recruitment capacity Experience of developing business relationships with employers Experience of identifying job vacancies and working with employers to fill them Experience of job matching workless people with vacancies Experience of meeting high performance levels and delivering outcomes to achieve contract targets. Experience of meeting monitoring requirements and preparing well written reports.	A good track record of placing people into jobs and providing in-work support.	
Skills and competencies		
Proven ability to provide sound business development advice, including; recruitment advice and support, skills needs assessment and workforce planning support. Proven ability to carry out a specialist recruitment and skills analyses with businesses		

Ability to effectively network and cultivate partnership working with organisations, agencies and employers. Ability to set and manage priorities. Excellent customer service skills. Good marketing skills and ability to influence others Excellent communications including oral, written and advocacy skills. Ability to communicate effectively at all levels, including in formal settings and public forums. IT literacy commensurate with the needs of the post particularly in relation to the use of web based client tracking software, word processing and file management. Work effectively as part of a team. The ability to influence and negotiate Lateral thinking and solution focused Should be innovative in approach and able to identify opportunities for project development.		
Physical, mental and emotional demands		
Committed, enthusiastic and resilient approach to delivering objectives and a flexible attitude to helping supporting clients and colleagues. Ability to manage own time, information and resources effectively and efficiently. Ability to work autonomously without direct supervision, whilst operating within delegated level of responsibility.		
Motivation		
A commitment to CPD Motivation and commitment to community and economic development. A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Displays and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Works with little direct supervision.		
Other		
Must meet the transport requirements of the post.		

Must be able to attend meetings and events out of normal office hours as required.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits