

JOB DESCRIPTION

Post Title:	Business Skills Adviser (Tees Valley Collaborative Skills Development Partnership)
Post Reference:	TVCA265
Grade:	L
Responsible to:	Project Manager

Job Purpose

The Adviser will be a business critical role delivering the ESF project entitled 'Tees Valley Collaborative Skills Development Partnership' which undertakes to improve the labour market relevance of education and training systems, facilitating the transition from education to work, and strengthening vocational education and training systems and their quality, including through mechanisms for skills anticipation, adaptation of curricula and the establishment and development of work based learning systems, including dual learning systems and apprenticeship schemes.

The post holder will be responsible for identifying and engaging with new and current Tees Valley employers. They will be required to carry out an initial diagnostic with the business with the aim of progressing them to a comprehensive training needs analysis and skills planning service.

The post-holder will be responsible for employer engagement as well as being the conduit to successful employer relationships for both small and large employers with education and training providers across the Tees Valley.

Success in the post will be determined by the effective engagement of employers, carrying out robust initial assessments and quality referrals to workforce development/training solutions appropriate to their needs which could include the following:

- work placements (including work placements supporting the delivery of 'T Levels),
- internships (including Supported Internships),
- traineeships,
- apprenticeships (including Higher Apprenticeships), and
- other employment opportunities (including Supported Employment).

Duties & Responsibilities

More specifically, the post holder will be required to:

- Proactively engage with businesses to provide a solutions-driven service by undertaking Skills Diagnostic assessments to determine the needs and requirements of employers
- Develop and promote effective relationships both internally and externally to source referral partners such as local authorities, FE training providers and other networks within the business community
- Signpost and provide a range of options available to support on finance, funding, grants and all business support programmes available locally and nationally
- Provide advice and impartially broker in the appropriate business solution(s) to customers where appropriate
- Work with businesses with their aspirations to grow and then through a detailed diagnosis will work with the business to understand the barriers that are currently preventing the growth aspirations from being achieved, and identify growth opportunities
- Network and attend meetings with potential employers, businesses and education/training providers to raise awareness of the programme
- Keep up to date with global, national, regional and local business support initiatives to ensure businesses benefit
- Work to strict targets and deadlines to meet programme and business requirements
- Ensure communication across the Project Team is effective to ensure that all employer opportunities are fulfilled
- Complete and maintain accurate records of company engagements, referrals, signposting and outcomes achieved and ensure all business interventions and communications are documented using the TVCA Relationship Management system to ensure data can be recorded in a timely manner
- Produce all relevant documentation / reports in line with requirements of the project team
- Assist the Project management team to develop sales and marketing strategies to support the engagement of businesses
- Work in partnership with TVCA marketing team to ensure success stories and case studies are actively promoted within the marketplace
- Deliver high levels of customer service and satisfaction at all times

Organisational responsibilities

- Represent TVCA at national, regional, sub regional and local meetings as required; act as an Ambassador for the Tees Valley, promoting the interests of the sub region and raising the profile and reputation of the organisation
- Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act
- Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post
- Assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
- Adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and Safety promoting employee engagement and ensuring good practice is in place