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| **Job Description** | |
| **Post title** | **Employer Engagement Officer** |
| **JE Reference No** | Job Evaluation Ref No: N10054 |
| **Grade** | 7 |
| **Service** | Children and Young People |
| **Service Area** | Progression and Learning |
| **Reporting to** | Employer Engagement Co-ordinator |
| **Location** | You will be based in a locality within County Durham. However, you may be required to work at any Durham County Council location, according to the needs of the service and your work will involve visiting employers in the county and surrounding travel to work area. |
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| **DBS** | This post is subject to Enhanced Disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
| **Contract** | This post is funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The YEI/ESF funding will end on 31st December 2021. The post will then be funded until 31st March 2022 with the possibility of further extension, dependent upon approval of funding. |

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| **Description of role** |

The role of the Employer Engagement Officer is to source and secure opportunities for unemployed young people aged 16 – 24 yrs; including work experience, job vacancies, apprenticeships, traineeships and Kickstart placements. The role involves working collaboratively with Progression Advisors and Progression Workers from DurhamWorks and other key partner organisations such as Job Centre plus to source and secure opportunities for young people, utilising the DurhamWorks grant where applicable. Employer engagement is a key component of this role.

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| **Duties and responsibilities** |

* engaging employers in a broad range of sectors in order to source and secure opportunities for unemployed young people, including work experience, job vacancies, apprenticeships, traineeships and Kickstart placements
* sourcing employers and utilising local employer networks to take part in the kickstart programme in collaboration with job centre plus.
* registering and supporting a small caseload of ‘work-ready’ DurhamWorks participants, including those known to have Special Educational Needs and/or Disabilities (SEND) and Mental Health issues.
* supporting those young people requiring help through Youth Hubs, as directed by the Employer Engagement Co-ordinator.
* undertaking health and safety audits as necessary, prior to participants commencing a work experience placement.
* providing support to the employer to enable the young person to be fully integrated into the workforce for the duration of the work experience placement or Kickstart programme. This will cover health and safety, safeguarding, and disability awareness training as required.
* acting as a single point of contact for Progression Advisors and Progression Workers, including sourcing and securing opportunities for young people whom they are providing support to.
* promoting the DurhamWorks Grant including activities such as:
  + identifying employers who could provide suitable vacancies for participants using the grant
  + identifying suitable participants (in conjunction with the Progression Team, DurhamWorks Delivery Partners and Subcontractors) for opportunities with employers who are interested in utilising the DurhamWorks Grant
  + keeping in touch with employers and participants who are accessing the DurhamWorks Grant
* managing and maintaining databases, to ensure employer contacts and details of DurhamWorks opportunities are up to date.
* ensure recording is accurate on client records in line with Progression Team Practice Guidelines.
* utilising databases to promote vacancies and identify areas of interest for participants on DurhamWorks.
* ensuring that all employer engagement activity is evaluated and used as a tool for continuous improvement.
* producing evaluative reports and statistical information as required.
* undertaking workforce development appropriate to the role.
* ensuring effective safeguarding and child protection arrangements, in line with Durham County Council policy and guidelines.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Level 3 qualification in a relevant field e.g. Employment Related Services; Marketing; Business Administration; Information, Advice and Guidance; Youth Work etc. | * Recognised teaching or training qualification. * IOSH qualification. |
| Experience | * Substantial experience of successful employer engagement. * Experience of arranging work experience placements. * Experience of working with employers to meet their needs. * Experience of developing collaborative relationships with partners including Jobcentre Plus, National Careers Service, Business Durham and other employability and training providers. * Experience of providing information and advice to young people. | * Experience of updating and maintaining databases. |
| Skills & Knowledge | * Knowledge of labour market trends and employer needs. * Understanding of issues / potential barriers relating to young people and their progression into employment. * Ability to communicate effectively with a range of individuals, including employers, Job Centre Plus and colleagues in the Local Authority. * A person-centred, empathetic and non-judgemental approach to working with young people. * Ability to use ICT including Outlook and Microsoft Office. * Good communication and interpersonal skills. * Good written skills and an ability to produce clear and understandable reports. * Good organisational skills. * Ability to prioritise and manage own workload. * Effective negotiation skills. * Effective marketing skills. | * Knowledge of Supported Employment techniques such as vocational profiling, job matching / carving and task analysis. * Knowledge of disability and employment issues. |
| Personal Qualities | * Confident approach. * High level of professionalism. * High aspirations for young people * Personal resilience. * Ability to motivate self and others. * Adaptability, flexibility and capacity to work effectively under pressure and to tight deadlines. * Ability to use tact and diplomacy. * Ability to work as part of a team making active contributions to support its success. * Willingness to undertake ongoing workforce development. * Commitment to Equal Opportunities. * Flexible approach to working across the LA geography. Access to car or means of mobility support (if driving, must hold a full current UK driving licence and appropriate insurance) * Willingness to occasionally work unsocial hours as required, including evenings and weekends. |  |