

## JOB DESCRIPTION

<b>Post Title:</b>	Skills Development Officer (Tees Valley Collaborative Skills Development Partnership)
<b>Post Reference:</b>	TVCA264
<b>Grade:</b>	L
<b>Responsible to:</b>	Project Manager

### Job Purpose

The Consultant 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 in order to offer a comprehensive training needs 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 and sourcing workforce development/training solutions appropriate to their needs (and assuring employer satisfaction with services provided) whilst also securing commitment from and opportunities with employers to create:

- 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:

- Create and maintain employer relationships and manage them appropriately throughout their lifetime.
- To proactively engage with businesses, developing effective working relationships and maintain regular contact in order to monitor employer satisfaction
- Develop a practical account management approach to sourcing, developing and maintaining effective relationships with employers.
- Provide a solutions-driven service to employers by undertaking Training Needs Analyses Skills Diagnostic assessments to determine the needs and requirements of employers.
- Develop best-practice training solutions, and advise on initiatives to train workforces.
- Support the preparation and development of workforce development strategies and plans as they relate (to training) to improving organisational and individual capability, capacity, productivity and performance.
- Support the definition of workforce development (training) requirements and sourcing/sign-posting potential training solutions
- To assess the suitability (re the health, safety and welfare) of each employer's work environment to support work-placements/employment for young people notwithstanding an employer's expressed readiness to do so.
- Deliver high levels of customer service and satisfaction at all times.
- Network with potential employers and education and training providers to better serve training needs (and support the development of training solutions as required by businesses assisted).
- Ensure communication across the Project Team is effective to ensure that all employer opportunities are fulfilled.
- Ensure all employer visits and communications are documented using the TVCA Relationship Management system to ensure data can be recorded in a timely manner.
- Preparing written reports, presentations and updates on a weekly and monthly basis to show progress on performance.
- Produce all relevant documentation / reports in line with requirements of the project team.
- Supporting wider TVCA, HE, FE and Employer Association employer engagement initiatives (across the Tees Valley) to ensure a coherent and comprehensive engagement with the business community is achieved that delivers a measurable impact.

- Assist the Project management team to develop sales and marketing strategies to support the engagement of employers.
- To carry out other relevant and appropriate duties - this may from time to time be specified to support the delivery of the project.

### 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
- Deputise for the Project Manager as required
- 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