

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Finance, Development and Regeneration		Service Area: Learning and Skills Service
JOB TITLE: Engagement Officer		
GRADE: I		
REPORTING TO: Curriculum Manager		
1.	JOB SUMMARY: To engage with employers and partner organisations to generate, develop and promote learning programmes. Provide tailored support to enable employers to make informed decisions in relation to their skills and training needs. Provide tailored careers education, advice and guidance to individuals which enable them to fulfil their life and career goals.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	Work independently and as part of a team to engage potential employers, partner organisations, community groups and other stakeholders to develop and promote learning programmes and fulfil targets.
	2	Build and maintain strong relationships with employers, partner organisations, community groups and other stakeholders.
	3	Undertake regular market research to identify and inform new developments in line with local priorities and targets.
	4	Support marketing and engagement activities including updating and maintaining information on websites, social media and physical resources.
	5	Organise and participate in networking events, recruitment fairs, local forums and open days to promote the Service and attract new learners and employers.
	6	Develop and maintain up to date knowledge of local labour market information, local economic priorities, funding regulations, and services delivered by other organisations.
	7	Identify and analyse a range of internal and external information to inform decision making and planning.
	8	Provide effective careers education, information, advice and guidance to enable stakeholders to make informed decisions in relation to their skills and training needs.
	9	Facilitate access to the most appropriate provision to stakeholders such as adult learning programmes, apprenticeships, project delivery and volunteering opportunities.
	10	Engage with employers and partner organisations to facilitate guest speakers/workshops to support learner and apprentice career development.
	11	Engage with employers and partner organisations to develop and facilitate a range of work placement and volunteering opportunities.
	12	Work in partnership to support Service delivery in strategic locations across the borough such as the Employment and Training Hub.

	14	Update and maintain information systems in order to track partner contact, review progress and monitoring targets	
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3.

GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Craig Taylor		June 22
Job Description agreed by: (Post holder)

Job Description dated

June 22



PERSON SPECIFICATION

Job Title/Grade	Engagement Officer	Grade I
Directorate / Service Area	Finance, Development and Regeneration Learning and Skills Service	
Post Ref:	31948	


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	GCSE English and maths at grade C or above Evidence of continued professional development IAG level 3 qualification or equivalent work-related experience.	A qualification in mentoring, coaching, employability or equivalent IAG Qualification level 4 IT Qualification	Application form

Experience	<p>Experience of delivering careers advice to individuals</p> <p>Experience of working with employers and stakeholders</p> <p>Experience of teamwork</p> <p>Experience of working within sales and marketing</p> <p>Experience of working in target driven environment</p> <p>Experience of tele handling.</p>	<p>Experience of community-based learning and skills</p> <p>Experience of working on project funded employment initiatives</p> <p>Experience of counselling and/or mentoring</p>	Application / Interview
Knowledge & Skills	<p>Ability to communicate both orally and in writing with a wide range of people and organisation</p> <p>Ability to work as part of a team involving people from a wide range of backgrounds including learners, employers and external partners</p> <p>Confidence to work independently or as part of a team</p> <p>Strong organisational skills</p> <p>Competent in the use of information technology applications including Teams,</p>	An understanding of employment related funding	Application/ Interview

	Word, Power point, Excel and Internet platforms		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. A willingness to train further as deemed appropriate for the post holder		Application / Interview
Other requirements	Car user		

Person Specification dated

June 22

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Finance, Development and Regeneration	SERVICE AREA: Learning and Skills Service
JOB TITLE: Engagement Officer	
GRADE: I	
REPORTING TO: Curriculum Manager	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	
No known risks associated with this role	Yes

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Craig Taylor

Date: 06/06/22