



JOB DESCRIPTION

JOB TITLE:	Industry Placement Adviser
SALARY:	Support Scale H
DEPARTMENT:	Student Services
RESPONSIBLE TO:	Industry Placement and Careers Manager
CAMPUS:	Slough & Langley

JOB PURPOSE: To support young people in the development of their employability skills and to help them complete outstanding and meaningful industry placements as per the requirements of the college and course awarding bodies.

To establish and maintain long-term, mutually beneficial relationships with local businesses, The Local Enterprise Partnership (LEP), and other key stakeholders.

To support the college careers programme and implement a high-quality IAG strategy.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

Visit [Beyond BCA](#) for department information

The main duties and responsibilities of the post include the following: -

Key Duties and Responsibilities:

- Ensure high-quality placements, careers, and employability programmes for all students across the college. This includes collaborative work and planning with curriculum and support areas to create a robust industry placement and careers calendar.
- Oversee processes to keep students, staff, and employers safe, ensuring compliance with national health and safety and safeguarding guidelines in the workplace.
- Ensure that policy and procedural documentation is current and meets stakeholder needs, including but not limited to industry placement assessments, information leaflets for students, parents, and employers, health and safety guides, and placement workbooks.
- Stay up to date with new government initiatives and policies relating to careers and industry placements to ensure compliance at all levels.
- Conduct visits to employers across the UK during and after placements to assess their suitability and value for students.
- Manage relationships between the College and external organisations, handling any arising queries or issues.
- Ensure appropriate Criminal Records checks are conducted prior to placements as needed for specific programmes.
- Work with curriculum and support staff to ensure all students successfully source and complete an industry-relevant placement.
- Collaborate closely with students of all levels and courses, prioritising their welfare, safety, and wellbeing.

- Deliver industry placement and careers presentations to students independently and with colleagues.
- Promote industry placements at College open events and, where appropriate, external events.
- Encourage and teach employment skills to students.
- Deliver a programme of resources linking to industry placement, careers advice, guidance, and employability skills.
- Track student placement allocations effectively, liaising with curriculum teams where placements have not been successful.
- Coordinate and monitor students on placements in line with College procedures.
- Compile and complete reports, evaluations, and monitoring requirements as agreed.
- Perform other duties commensurate with the grading of this post as may be required from time to time.

Note:

The post will be based at one of the current College campuses, but duties may require the post holder to work at any College campus or other location connected with the College's work. Travel between the College's main campuses is a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment to become aware of these documents and follow good risk management practices in your work areas.

The post holder must commit to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College.
- The health and safety of staff, students, and visitors, adhering to College policies and procedures.
- The principles and procedures outlined in the College's Safeguarding & Vulnerable Adults Policy.
- The principles and procedures outlined in the Data Protection Policy.

PERSON SPECIFICATION
Industry Placement Adviser

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Level 2 Qualification in English (GCSE Grade A – C or grades 9-4 or equivalent) (Please state this in your application form)	✓		AF
EXPERIENCE			
Experience of working in a customer-focused environment and providing high quality customer service.		✓	AF / IV
Demonstrable experience of providing high quality administration skills.	✓		AF/IV
Experience of presenting to groups using IT		✓	IV
Experience of working with young people		✓	AF/IV
Experience within the Construction industry		✓	AF/IV
SKILLS / KNOWLEDGE / ABILITIES			
Demonstrable oral and written communication skills	✓		AF/IV
Subject specific attributes		✓	AF/IV
Demonstrable IT skills including Google Workspace, Microsoft Word, Excel, Outlook, Internet and ability to work with complex databases.		✓	AF/IV
Proven ability to be flexible and adapt to changing working environment		✓	IV
Proven ability to work effectively in a team		✓	IV
Proven organisational skills and the ability to work under pressure and meet deadlines.		✓	IV
High level of attention to detail and accuracy		✓	AF/IV
UK Manual Driving Licence	✓		AF/IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation