



JOB DESCRIPTION

JOB TITLE:	Industry Placement Advisor
SALARY:	Scale H - £26,336.00- £28,994.00
HOURS:	37 hours a week
DEPARTMENT:	Student Services
RESPONSIBLE TO:	Industry Placement and Careers Manager
CAMPUS:	BCA

JOB PURPOSE: To support young people in the development of their employability skills and to help them access and 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 implementation of our 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.

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

Key Duties and Responsibilities

1. To ensure high quality placements, careers and employability programmes for all students across college. This includes collaboratively working and planning with curriculum and support areas to create a robust industry placement and careers calendar.
2. To oversee processes in place to keep students, staff and employers safe whilst ensuring compliance with national guidance relating to health and safety and safeguarding in the workplace.



3. To ensure that policy and procedural documentation is up to date and meets the needs of stakeholders, including but not limited to industry placement assessments, information leaflets for students, parents and employers, health and safety guides and placement workbooks.
4. Keeping up to date and current with new government initiatives and policies relating to careers and industry placements to ensure compliance across all levels.
5. Conducting visits to employers in settings around the UK, during and after placements to assess their suitability and value for students.
6. To take responsibility for managing the relationships between the College and external organisations, handling any queries or issues which arise.
7. Where necessary, to ensure that appropriate Criminal Records checks are conducted prior the placement as appropriate to the programme.
8. To work with curriculum and support staff to ensure all students successfully source and complete an industry-relevant placement.
9. To work closely with students of all levels and courses; ensuring their welfare, safety and wellbeing are the priority in your work.
10. To deliver industry placement and careers presentations to students independently and with colleagues.
11. To be responsible for the promotion of industry placements at College open events and where appropriate external events.
12. Encouraging and teaching employment skills to students.
13. To deliver a programme of resources linking to industry placement, careers advice and guidance and employability skills.
14. To effectively track allocation of student placements, liaising with curriculum teams where student placement has not been successful.
15. To coordinate and provide effective monitoring of students on placements in line with College procedures.
16. Compile and complete reports, evaluations and monitoring requirements as agreed.



17. Perform other duties commensurate with the grading of this post as may be required from time to time.

Any 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 the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form 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 that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment 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 in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding & Vulnerable Adults Policy.
- The principles and procedures set out in the Data Protection Policy

August 2022



PERSON SPECIFICATION
Industry Placement Advisor

	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
Customer Service Qualification (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 presenting to groups using IT		✓	AF/IV
SKILLS / KNOWLEDGE / ABILITIES			
Demonstrable oral and written communication skills	✓		AF/IV
Proven experience of administration work	✓		IV
Demonstrable IT skills including 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