



## Job Description

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| <b>JOB TITLE:</b>      | Industry Placement Adviser  |
| <b>SALARY:</b>         | Support Staff Scale H   |
| <b>HOURS:</b>          | Up to 37 hours a week   |
| <b>RESPONSIBLE TO:</b> | Industry Placement and Careers Manager  |
| <b>CAMPUS:</b>         | All Sites   |
| <b>JOB PURPOSE:</b>    | <p>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.</p> <p>To establish and maintain long-term, mutually beneficial relationships with local businesses, The Local Enterprise Partnership (LEP) and other key stakeholders.</p> <p>To support the college careers programme and implementation of our high-quality IAG strategy.</p> |

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

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### **Main Duties:**

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. Take part in relevant training courses and CPD and share best practice.
6. Conducting visits to employers in settings around the UK, during and after placements to assess their suitability and value for students.
7. To take responsibility for managing the relationships between the College and external organisations, handling any queries or issues which arise.
8. Where necessary, to ensure that appropriate Criminal Records checks are conducted prior to the placement as appropriate to the programme.
9. To work with curriculum and support staff to ensure all students successfully source and complete an industry-relevant placement.
10. To work closely with students of all levels and courses; ensuring their welfare, safety and wellbeing are the priority in your work.
11. To deliver industry placement and careers presentations to students independently and with colleagues.
12. To be responsible for the promotion of industry placements at College open events and where appropriate external events.
13. Encourage and teach employment skills to students.
14. To deliver a programme of resources linking to industry placement, careers advice and guidance and employability skills.
15. To effectively track allocation of student placements, liaising with curriculum teams where student placement has not been successful.
16. To coordinate and provide effective monitoring of students on placements in line with College procedures.
17. Compile and complete reports, evaluations and monitoring requirements as agreed.

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

#### **NOTE**

- The post is based at one of the current College campuses, but duties will require the post holder to work at any College campus or location connected with our work. Travel between the main campuses is a requisite part of this role.
- This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

## PERSON SPECIFICATION - Industry Placement Adviser

|   | Essential | Desirable | Source of Evidence |
|---|-----------|-----------|--------------------|
| <b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>  |           |           |                    |
| Level 2 Qualification in English and Maths (GCSE Grade A – C or grades 9-4 or equivalent)   | ✓         |           | AF                 |
| <b>EXPERIENCE</b>   |           |           |                    |
| 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            |
| <b>SKILLS / KNOWLEDGE / ABILITIES</b>   |           |           |                    |
| 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            |

### Key

- Evidence of all the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
- All the elements marked IV will be assessed at interview
- All the elements marked AF/IV will also be assessed at interview
- All or some of the elements may be assessed by the Test/Presentation