

LLANELLI RURAL COUNCIL

JOB DESCRIPTION

POST TITLE: EMPLOYER ENGAGEMENT OFFICER

GRADE: Grade 5 (scp12 - 18) £22,571 – £25,419
(pay award pending)

RESPONSIBLE TO: JGW+ PROGRAMME LEADER

SUPERVISORY RESPONSIBILITY: LEARNERS

JOB PURPOSE:

1. To provide a quality training and support service to learners.
2. To assist in the fulfilment of all contractual requirements as imposed by Welsh Government and other lead organisations.
3. To meet the requirements of the programme specification for Jobs Growth Wales + (JGW+).

MAIN RESPONSIBILITIES:

1. To contribute to the effective management of the Council as a whole and to work as part of a team.
2. To contribute towards the development of a culture within the Council which is customer focused, committed to securing best value and to providing high standards of service and the promotion of Health and Safety.
3. To act in accordance with the Council's Health and Safety Policy and supporting procedures and to comply with all statutory regulations and the legal requirements of Health and Safety which may, from time to time, be applicable or in force.
4. To fulfill all personal obligations and requirements with regard to the Council's policies and procedures with particular emphasis on equal opportunities, customer care, security, work standards and promotion of the Council's values.
5. To adopt a co-ordinated and co-operative approach to working.
6. To promote quality work-based learning opportunities and develop employer relationships.

HOURS OF DUTY

37 HOURS PER WEEK

8.45 am to 5.00 pm Monday – Thursday

8.45 am to 4.30 pm Friday

You may also be required to work additional hours as and when necessary which will be paid as overtime.

PLACE OF WORK

Normally at Vauxhall Buildings, Llanelli but you may be required to work at other sites as the need arises.

SPECIFIC DUTIES

(NOT IN ORDER OF PRIORITY)

1. To promote JGW+ to employers and employer organisations.
2. To liaise with referral agencies and other stakeholders involved in the recruitment of learners.
3. To mentor and support learners and where appropriate provide learning coach support.
4. To arrange and undertake interviews with potential learners and carry out initial assessment of learners in order to establish their learning needs and capabilities.
5. To secure work trials and work placement opportunities for learners.
6. To undertake Health and Safety appraisals for work placements.
7. To assist learners in their completion of their Individual Learning Plans and induction programme.
8. To contribute to progress reviews with learners and employers.
9. To secure job outcomes for learners.
10. To upload all relevant documentation to digital platform (Smart Assessor), including Health and Safety records.
11. To liaise with employers and employer organisations to source placement and progression opportunities for learners.
12. To complete compliance documentation.
13. To undertake such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties.