

Job Description

Title: Employability Officer

Summary/Purpose: Establishing new and maximising on existing employer engagement relationships to offer suitable job opportunities and work placements for participants with employers across South East Wales.

To ensure the principle safety of Itec participants in the work environment by ensuring adequate , timely and appropriate health and safety vetting in accordance with Itec's procedures.

Reporting to: Area Manager

Supervising: N/A

Duties and Responsibilities:

Specific

- Accountable for sourcing sustainable employment opportunities for our participants across all our programmes, ensuring the best possible outcomes.
- Securing quality work placements for participants across our programmes, ensuring meaningful workplace skills and confidence building.
- Responsible for establishing and maintaining excellent working relationships with employers
- To be responsible for arranging and completing employer health and safety vetting activities in a range of sectors and workplace settings in a timely and accurate manner.
- Accountable for ensuring that the workplace appraisals comply with all relevant legislation and standards and that appropriate risk assessments are carried out for specific participant requirements.
- Accountable for collection of job start evidence in line with contract requirements
- To participate in marketing and sales events as required.
- Maintain a good understanding of the local and regional labour market and employer needs in order to inform operational delivery and support targeting of sectors, employers and participants
- Play an active role in matching individual participants to the right job opportunities / work placements.
- Supporting in-work support to ensure continuity of contact for the individual, supporting participants overcome any barriers to sustaining employment.
- Completion of administrative tasks as required in an accurate, compliant, timely and efficient manner
- To comply with monthly contractual procedures, requirements and compliance standards
- To carry out such other appropriate duties commensurate with your skills, knowledge and experience

General

- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support and demonstrate the organisations core values

- Ownership mindset. Demonstrates accountability and reliability, taking responsibility for own actions and timely achievement of KPI's.
- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes

Person Specification

	Essential	Desirable
Experience & Qualifications	Experience of working with unemployed adults and young people Experience in sourcing sustained work job opportunities / work placements and establishing new business Customer Service experience in building and maintaining relationships with employers Full Driving Licence and use of own vehicle	
Skills	Excellent interpersonal and communication skills Organisational skills IT Skills	Negotiating skills Fluent in Welsh
Knowledge	Safeguarding & Prevent Knowledge and understanding Local labour market knowledge Experience within Work Base Learning industry	
Characteristics	Empowers others Demonstrates a passion for learning Demonstrates a commitment to inclusion Fosters growth by proactively improving processes and practices Self-motivated, self starter. Flexible in approach. Ability to work under pressure Reliable Enthusiastic Team player Versatile. Resilience Flexible to change Able to prioritise tasks and meet deadlines	