CANDIDATE PACK



Job Title:
Employer Experience Industry Placement Advisor

LONDON SOUTH EAST COLLEGES

Part of Elevare® CIVIC EDUCATION GROUP

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.
Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

Job Description

Job Description for: Employer Experience Industry Placement Advisor

Grade: 24

Salary: £34,104

Hours: 21 hours Variable / Flexible as required

Responsible to: Commercial & Placement Manager

Location: Cross Campus

MAIN PURPOSE OF THE JOB:

1. To source Industry placements for construction study programme students.

Secure commitments from 600 construction employers to host three-week work placements for students.

2. To ensure the work placement completed in Navigate and obtain a copy of the employer's liability insurance certificate.
3. Sign a placement agreement and commit to delivering a meaningful experience, offer an exit interview and provide feedback.
4. Agree learner placement objectives with employer, including goals, activities and the knowledge or skills the learner should gain.
5. Identify and engage with new and existing employers, building effective relationships to create opportunities for Industry Placements.
6. To act as a key contact and work with existing employers and partners to secure high-quality opportunities for Industry Placements.
7. To seek opportunities to upsell the full suite of College services, including general Work Experience, Apprenticeships, and the Employer Advantage scheme.
8. To agree and achieve the Key Performance Indicators (KPIs) to ensure that college targets for Industry Placements.

Duties and Responsibilities

The persons appointed will be required to work flexibly within a team environment and will be allocated a range of duties and responsibilities. The post holders will work closely with Directorate and other College staff and will be allocated a range of duties. The duties allocated may be varied or changed by the line manager dependent on the needs of the service.

Placements

- To contribute to team performance and targeted KPIs as agreed with the line Manager.
- To liaise with Curriculum Course Leaders to meet their industry placement requirements and encourage further involvement as and when opportunities are presented.
- To identify and secure industry placement opportunities from new, lapsed and existing employers and effectively manage the relationships with them to maximise future opportunities.
- To ensure that regular communication with and ongoing repeat business is achieved from the key accounts.
- To generate employer leads and industry placements through a variety of activities including call campaigns, mail-outs, networking events, social media, advertising, etc.
- To meet regularly with the Commercial & Placement Manager and their team to support the development of relationship building with employers, curriculum teams and learners.
- To capture data and key information in a CRM system and ensure activity is logged for KPI reporting.
- To engage with employers to complete the necessary documentation for work placements, including planning documents and post-placement evaluation.
- To ensure that data capture is accurate and compliant with the Department for Education's regulations.

Before the placement

- Explain placement expectations to learners and, where appropriate, parents or carers, and secure learners' commitment to completing the placement before enrolment.
- Match learners to suitable construction employers, taking account of their needs, circumstances and significant commitments. Agree manageable placement hours with learners and employers in advance, allowing time for unexpected absences.
- Work with curriculum teams to align placements with learners' knowledge and skills and agree an appropriate delivery model. Where possible, plan placements towards the end of the qualification.
- Prepare learners for workplace behaviour and performance expectations, including punctuality, timely communication, teamwork and organisational skills. Explain how to report bullying, inappropriate conduct or other welfare concerns.
- Complete employer due diligence before placements start, including checks on policies, health and safety measures and adequate, up-to-date Employers' Liability Insurance for the full placement duration. Ensure all parties sign the placement agreement and obtain parental consent where required.
- Make sure learners have a CSCS industry placement card where required, and confirm that employers validate and verify the card using CSCS Smart Check before the placement starts.
- Work with relevant colleagues and employers to arrange reasonable adjustments for learners with special educational needs and disabilities (SEND), sharing relevant information with the employer where consent is given.
- Explain employer responsibilities under the placement guidance and the Construction Skills Package Industry Placements Phase 2 Agreement, including supervision, induction, learning activities, attendance reporting, timesheets, feedback and evidence of eligible reimbursement costs.

During the placement

- Act as a dedicated point of contact for employers and learners, respond promptly to concerns and confirm that each employer has identified an appropriate task manager or supervisor for each learner.
- Maintain regular contact with employers and learners, arrange progress reviews and record outcomes. Monitor learner welfare and progress towards agreed learning goals, and review SEND support and reasonable adjustments where needed.
- Address attendance, behaviour or performance concerns promptly through clear action plans. Support learners to raise welfare concerns, intervene as necessary and work with relevant colleagues to resolve complaints, disputes or grievances.
- Ensure logbooks and timesheets are completed accurately and regularly, including records of absences and employer sign-off of weekly timesheets. Work with learners and employers to arrange completion of missed hours or alternative arrangements where a placement cannot continue in the planned setting.

End of placement, evidence and reporting

- Check completion evidence and required placement hours and support the college's decision on whether the placement has been successfully completed. Obtain employer feedback and the completed logbook and encourage an exit interview and discussion of construction career pathways.
- Maintain complete placement records for audit, including signed agreements, logbooks, employer feedback and evidence of incurred employer costs. Make the required evidence available to the Greater London Authority (GLA) upon request through the relevant college teams.
- Agree estimated employer reimbursement costs per learner in advance with employers and relevant college colleagues to support budget management. Collect evidence of eligible costs and support the relevant teams to submit reimbursement and completion-payment claims in the required claim windows and transfer employer reimbursements in full to the relevant employers.
- Provide accurate and complete placement data to support Individualised Learner Record (ILR) submissions, interim and final GLA progress reports and learner case studies. Record completed placements, participating construction employers, regional engagement and engagement with the provider coordination and employer brokerage services.

General

- Attend and contribute to whole college, department or other meetings as required.
- Represent and promote the college at internal/external events and meetings.
- Contribute to the preparation of the annual Self-Assessment Report (SAR), quality improvement and annual planning arrangements.
- Attend training and development opportunities as agreed.
- Maintain and increase skills and knowledge relevant to the role through training and CPD activity.
- Working week to be divided between different campuses as required. Maintain student and college data in line with college policies and procedures.
- Comply with and implement relevant health, safety, security and welfare processes as required by statutory or college procedures.
- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification:

Qualifications

	Essential	Desirable
Level 2 or above, preferably in a business-related subject	√	
A full driving licence and use of a car		√

Knowledge and experience:

	Essential	Desirable
Understanding of sales processes	√	
Understanding of recruitment processes	√	
Understanding of work placements		√
Understanding of government-funded work-based training and commercial products in the FE sector		√

Skills and competencies: Essential Desirable

	Essential	Desirable
Ability to plan and manage own workload, achieve agreed targets and objectives and evaluate outcomes	√	
Ability to communicate with existing, lapsed and new clients	√	
Ability to build effective working relationships and partnerships with internal and external stakeholders	√	
Ability to utilise and understand the importance of CRM	√	
Ability to generate sales appointments	√	
Ability to offer IAG to students seeking work placements	√	

Other Qualities:

	Essential	Desirable
Drive, energy and enthusiasm to work flexibly in a changing and challenging environment	√	
Commitment to work within the framework of the College's policies	√	
Commitment to raising the quality of every aspect of College activity	√	
Preparedness to take responsibility for and ownership of tasks	√	
Evidence of a commitment to personal and professional development	√	

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout -** we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork -** we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful -** we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.




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How to Apply

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