

## Person Specification: Industry Placement Coordinator

### Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 or equivalent in a relevant qualification (A)</li> <li>• Level 2 in literacy and numeracy or equivalent (or be willing to work towards) (A)</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 IT qualification and/or experience using a CRM system to record and track activity (A)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent customer service skills including effective and professional telephone and face to face communication skills within an appropriate context (B,C,D)</li> <li>• Planning and recording – able to plan and monitor work experience opportunities, measure progress and produce information for accurate data tracking (A, C)</li> <li>• Ability to liaise with external companies and/or organisations (D)</li> <li>• Previous experience of working as part of a team of people (A,D)</li> <li>• Ability to work to achievable targets (A,D)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in an employer engagement role, preferably in an FE environment (A)</li> <li>• Experience in supporting tutors to liaise with external companies (A, C, D)</li> <li>• Working in a college / school environment (A)</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively through written, oral and electronic methods to develop good working relationships with all stakeholders within London Design and Engineering UTC and the wider community (A, C)</li> </ul>	<ul style="list-style-type: none"> <li>• Good numeracy skills (B)</li> </ul>
<b>Other skills and abilities</b>	<ul style="list-style-type: none"> <li>• High standard of interpersonal skills and emotional intelligence (C)</li> <li>• Excellent written and oral communication skills with the ability to communicate effectively to a variety of audiences (A, B, C, D)</li> <li>• Excellent at working in teams (C, D)</li> <li>• Ability to manage time and prioritise well, meet deadlines and work under pressure (A, B, C, D)</li> <li>• Command respect of learners and staff and be an</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in whole college developments and the wider life of the college (A,C)</li> </ul>

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	<p>advocate for the UTC (A, C, D)</p> <ul style="list-style-type: none"> <li>• Strong team working skills and the ability to work effectively with people at all levels (B, D)</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Flexible approach to work (A, C,D)</li> <li>• Ability to relate to staff and students (A,C)</li> <li>• Ability to work under pressure and to tight deadlines (A)</li> <li>• Honesty, integrity, ability to build trust (A,C)</li> <li>• Resilience (B, D)</li> <li>• Energy, enthusiasm and the ability to keep things in perspective (A, C, D)</li> <li>• Commitment to the aims and values of the UTC (A, B, C)</li> <li>• Confidence, communication skills and fluency to deal with staff, learners and parents (C, D)</li> <li>• An understanding of the needs of young people (C)</li> <li>• Maintain high professional standards at all times (D)</li> <li>• Friendly, approachable and polite (C)</li> <li>• Effective presentation, organisational and administrative skills with accuracy and attention to detail (B)</li> <li>• Ability to prioritise, self-manage and cope with a demanding workload (A, C)</li> <li>• Reliable and excellent time keeping (C)</li> <li>• Commitment to the promotion of equality and diversity and safeguarding the health and wellbeing of young people and vulnerable adults (C)</li> <li>• Willingness to undertake on the job training and to attend relevant staff development programmes (A, C, D)</li> <li>• Clear enhanced DBS (D)</li> </ul>	