

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	
Job Title:	Business Engagement Officer
Reports to:	Business Engagement Lead
Grade	LC6 (C)
Date of compilation:	

ROLE SUMMARY:

- Foster strong professional relationships with employers in private, public and the third sectors to maximise opportunities for students and position the college to achieve current and future work experience and work-based learning targets including apprenticeships.
- With reference to labour market intelligence and LEP skills priorities, develop sustainable relationships with employers to drive the quality of meaningful and relevant work experience placements, project and activities.
- Contribute to the outstanding aspirations of the college through the quality and range of employer relationships and collaboration with external and internal partnerships.

SPECIFIC ROLE RESPONSIBILITIES:

- Contribute to the implementation of an employer engagement plan to build and maintain employer relationships which will drive a destination led approach to student progression.
- Work with the Business Engagement Lead to identify gaps in work placement delivery to increase placement uptake, the range of sector employers from SME to multi-nationals and the scope of employer led opportunities.
- Where required, work with students on a one to one basis to meet employers expectations and to fully engage with their placement activity.

- Research sectors and industries, linked to student qualifications, LMI and LEP Skills priorities and gain employer contacts to match these sectors.
- Attend networking and other employer events to promote the college and our students, to establish new working partnerships and gain placement and work-based opportunities.
- Work to set targets, providing statistical information and reports on activity carried out as requested.
- Comply with college customer service standards, ensuring effective communication with all stakeholders; employers, curriculum, students and external clients.
- Work with the Business Engagement Lead to increase the number of employers who can meet the criteria for Technical Qualifications.
- Identify apprenticeship opportunities with employers and sign post to the college apprenticeship team.
- Liaise with the curriculum teams across college sharing information around placement activity, employer contacts and opportunities to promote the wider college offer.
- Carry out employer satisfaction surveys throughout the year.
- Produce case studies to demonstrate the benefits of hosting work placements, traineeships and other work experience activities for employers.
- Support employers to deliver 'best practice' work experience for students, providing resources, training and advice to employers to enable them to develop their work experience offer, including a bank of role or job descriptions for students on placement.

CORE RESPONSIBILITIES:

- Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
- Compliance with all College policies and procedures.
- Comply with all legislative and regulatory requirements.
- To promote a positive image of the College.
- Any other duties commensurate with the level of the post, which may be required from time to time.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Business Engagement Officer
Department	Work Experience and Progression

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 3 qualifications or equivalent employer engagement experience	A / I
E	Q2. Literacy and Numeracy at Level 2 or above	A / I
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Proven success of building and maintaining effective business relationships within the context of 14 + work-based learning (minimum of 2 years' experience)	A / I
E	EK3. Demonstrate commercial awareness and knowledge of LMI and LEP skills priorities	A / I / T / P
E	EK4. Experience of working in a face-to-face customer-focused environment	A / I / T / P / C / MT

D	EK5. Understanding of the diversity of the student body and the impact of individual difference on career and learning choices	A / I / T / P
E	EK8. Knowledge of relevant IT software including Microsoft, Google, MIS and CRM systems and experience of setting up and running effective administrative processes	A / T
D	EK8. Experience of using social media as a learning & promotional tool	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to relate effectively, demonstrating excellent interpersonal and communication skills which are applicable to a range of stakeholders and prospective and established commercial clients	A / I / T / P
E	SC2. Proven ability in administration or project work and good written communication skills	A / I
E	SC3. Proven ability to liaise, negotiate and influence a variety of individuals and organisations	A / I / T
E	SC4. Ability to work under pressure, to deadlines, to prioritise and manage workloads	A / I
D	SC5. Knowledge and understanding of the needs of a range of college stakeholders (local schools, parents/carers, employers etc.)	A / I / T
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I

E	B5. Commitment to restorative practice approaches	I
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