
Post Title	Industry Placement Officer
Location	Craven College, Skipton (Auction Mart Site)
Rate of pay	APT&C Scale SO1 £25,208 - £26,878 per annum
Hours	37 hours per week
Responsible to	Careers Leader
Special Conditions	<p>This position is subject to a probationary period of 6 months, upon successful completion of which the position will become permanent.</p> <p>A full enhanced Disclosure check will be required via the Disclosure and Barring Service for this post.</p>
Closing Date	Sunday 2 June 2019
Interview Date	TBC
Post No.	B899

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To enable students to undertake successful long-term industry placements by identifying skills, interests and aspirations in order to match students to appropriate work placements, and supporting both the student and employer throughout the placement to ensure it is a success for all stakeholders. The Industry Placement Officer will develop excellent working relationships with students, employers and colleagues, be understanding of students' needs, and have an understanding of how to equip students with the employability skills needed to undertake a successful work placement.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- Liaise with local companies and organisations, often through telephone work, and interact closely with students in college to set up high-quality long-term work placements which are well-matched to the needs of each student (e.g.: abilities, interests, career aspirations,).
- Ensure employers and students are provided with all necessary information regarding interviews, induction, review meetings, attendance and safeguarding arrangements throughout the course of the industry placement.
- Review, track and monitor the placement, both over the telephone and in face-to-face meetings in the workplace, ensuring that all parties are benefiting from the arrangement and requirements are being met.
- Offer support and guidance and where appropriate liaise with others as necessary to assist in this support work.
- Provide the first point of contact for employers regarding placement questions, issues and feedback.
- Work effectively with tutors and Heads of School regarding placement provision and individual student matters.
- Ensure that all industry placement opportunities taken up by students conform to the necessary safeguarding and health and safety requirements of the college and employers are aware of their obligations as regards student welfare.

- Contribute to and maintain accurate and up-to-date management information systems (e.g. Pro-solution, Pro Monitor) to log student and placement information and provide regular management reports.
 - Maintain accurate records of employer communications using relevant IT systems which contribute to the college's work to maximise business opportunities.
 - Develop and maintain high levels of organisation and keep detailed records of interactions with students and their progress with regard to industry placement.
 - Contribute to continuous review of the quality of placement provision.
 - Contribute to the promotion of all college courses, and maximise the opportunities for further engagement with employers.
 - Operate a flexible working pattern in accordance with the requirements of the role.
 - Maintain continued professional development in areas related to the post.
 - Take a positive approach to personal staff development, identifying appropriate training and development opportunities to enhance individual skills and knowledge and undertake any relevant training identified by the Corporation as necessary and important for the role.
 - Carry out any other duties deemed appropriate including supporting the wider College Teams with activities. There will be an expectation that the post holder will support student recruitment which includes a proportionate amount of Interview, Information and Open Evenings.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Qualified to level 3;
- Highly competent with a range of IT software;
- Experience of providing administrative support;
- Ability to set up and maintain effective administration and monitoring systems to include records and data;
- Ability to interpret and follow complex procedures and guidelines;
- Excellent interpersonal skills including a pleasant telephone manner and face to face contact;
- Ability to liaise at a high level with external bodies and represent the College's interests;
- Ability to provide full and accurate information in a clear and non-confrontational manner;
- Good organisational skills with the ability to co-ordinate multiple activities;
- Ability to work to a consistently high standard under pressure and to pre-determined deadlines;
- Willingness and ability to work on own initiative with minimal supervision;

DESIRABLE REQUIREMENTS

- Experience of working in an educational environment;
 - A full clean driving licence and the use of a car.
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