

CCDG Job Specification

Job Title:	BUSINESS ENGAGEMENT ADVISER
Created on:	June 2015
Reports To:	Team Manager
Division/Dept/Location:	Regionally located
Overall Purpose of Role:	<p>To identify, establish and sustain positive relationships with a network of employers and their professional bodies to support the delivery of employer engagement services.</p> <p>To facilitate and broker opportunities for employers to actively assist in the delivery of employer engagement activities.</p> <p>To source and develop employers so that they can support the delivery of employer engagement activities.</p> <p>To liaise with Employers and Careers Wales colleagues to ensure that all employer engagement services are coordinated, recorded and managed in a user-friendly and timely manner.</p>
Education/Qualifications/Specific Training - essential	<ul style="list-style-type: none"> <li>• Either graduate or equivalent standard such as professional qualifications or demonstrable experience of liaising and dealing with employers</li> <li>• QCF Level 6 Diploma in Career Guidance and Development or equivalent</li> </ul>
Education/Qualifications/Specific Training - desirable	<ul style="list-style-type: none"> <li>• ICT Skills in relevant software packages</li> <li>• Evidence of Continuous Professional Development.</li> <li>• Spoken Welsh would be desirable but not essential and determined by the needs of the area/region.</li> <li>• Education or Youth Work Qualification at degree level or higher</li> <li>• IOSH</li> </ul>
Knowledge/Skills/Experience (* = essential)	<ul style="list-style-type: none"> <li>• *Ability to communicate with, and gain the confidence of, partners from a range of sectors.</li> <li>• *Proven ability to build and sustain collaborative relationships with partners and stakeholders.</li> <li>• Knowledge and understanding of government and other organisations' policies and priorities relevant to employment, education and training</li> </ul>

	<ul style="list-style-type: none"> <li>• *A track record of delivering appreciable service improvements for clients and customers</li> <li>• *Excellent oral, written and inter-personal communication skills in communicating with, and gaining the confidence of internal and external stakeholders.</li> <li>• Knowledge and understanding of Careers Wales' vacancy management systems, careerswales.com, Apprenticeship Matching Service.</li> <li>• Knowledge and understanding of Careers Wales' services to young people seeking employment, training and further learning opportunities.</li> <li>• A broad understanding of the NEET agenda</li> <li>• An understanding of working in an education setting.</li> <li>• *Excellent IT and administration skills.</li> <li>• *Ability to give presentations to groups of employers, sector representatives, work-based learning providers, young people and Careers Wales colleagues.</li> <li>• *Ability to provide excellent customer service.</li> <li>• *The ability to assimilate and analyse information quickly and accurately, highlighting areas of concern where appropriate.</li> <li>• Demonstrable understanding of equality of opportunity, including the issues and concepts of working within a bilingual society.</li> <li>• The ability to assess employer training needs and deliver training packages to meet those needs.</li> <li>• You are required to travel within Wales in order to fulfil your duties and/or to attend learning and development events. You are responsible for ensuring that you have adequate transport arrangements to enable you to fulfil your duties and/or to attend learning and development events. Occasionally, you may be required to travel within the UK in order to fulfil your duties and/or to attend learning and development events, in which case, transport arrangements will be assisted by the Employer.</li> </ul>
Behavioural Traits	Aptitudes: <ul style="list-style-type: none"> <li>• Influencing (negotiation, persuasion, motivation),</li> <li>• flexibility,</li> </ul>

	<ul style="list-style-type: none"> <li>• planning and organising,</li> <li>• commercial awareness,</li> <li>• competitor awareness,</li> <li>• capacity to learn and develop</li> </ul> <p><i>Personal Qualities:</i></p> <ul style="list-style-type: none"> <li>• service orientation,</li> <li>• achievement focused</li> <li>• ability to build relationships</li> <li>• assertiveness,</li> <li>• detail consciousness,</li> <li>• self-reliance</li> </ul>
Key Inputs:	Key Outcomes:-
<p>1. To provide a professional service to employers and other stakeholders, to build good working relationships and encourage their engagement with Careers Wales services..</p>	<p>1.1 Employer liaison and visits are made to canvass support to deliver Careers Wales services including Activate or other projects.</p> <p>1.2 Employer liaison and visits are made to establish employer interest, their areas of expertise and to assess the most appropriate level and type of engagement for them. The support is described, recorded and logged against appropriate projects as applicable.</p> <p>1.3 Employer training needs are identified and appropriate training/activities to support these needs are provided in relation to delivering sessions in education.</p> <p>1.4 Employer liaison and visits are made to provide information on the employment of young people, qualifications, funding, and relevant initiatives available to employers.</p> <p>1.5 The Company is represented at business events, jobs fairs, skills events and other employer forums to promote Careers Wales services including Activate and other projects.</p>
<p>2. To initiate opportunities for young people in educational establishments to work with employers in order to</p>	<p>2.1 A network of employers is established which is empowered to support schools in the delivery of Careers Wales services.</p>

<p>broaden their industrial and commercial awareness and to enhance world of work experiences and opportunities.</p>	<p>2.2 Opportunities are initiated for young people to develop their awareness and understanding of employer skills needs and potential career opportunities that fit in with local, regional and national skills priorities.</p>
<p>3. To source local, regional and national Labour Market Information (LMI) that is current and relevant, to ensure the relevance of the opportunities offered via Careers Wales services.</p>	<p>3.1 Local labour market information is reported and Careers Wales employees are updated on trends, developments and vacancies.</p> <p>3.2 Employer and labour market information is reviewed, analysed and reported to produce clear and concise material for inclusion in communications with colleagues.</p> <p>3.3 Accurate employer records are maintained on Company systems to allow for the efficient account management (relationship management) of employers.</p>
<p>4. To raise awareness of employment opportunities and the employability skills required by employers via presentations and training sessions</p>	<p>4.1 Group employability sessions are delivered, primarily for clients in target groups and, where appropriate to Careers Wales colleagues and partners.</p> <p>4.2 Employers are engaged to participate in, and support the delivery of employability group sessions for clients.</p> <p>4.3 Appropriate training resources are planned and delivered that will assist employers in identifying opportunities for engagement with educational establishments.</p>
<p><b>Health and Safety Statement</b></p>	<p>Every employee has a responsibility under the Health and Safety at Work Act to:</p> <ul style="list-style-type: none"> <li>▪ Comply with the Health and Safety Policy, the Health and Safety Management Plan and all company safe work practices</li> <li>▪ Ensure the safety of themselves and others in the workplace</li> <li>▪ Immediately report any unsafe condition, dangerous occurrence or injury to their line manager</li> <li>▪ Ensure they are able to competently and safely perform any work they undertake</li> </ul>

	<ul style="list-style-type: none"><li>▪ Co-operate with the Company on all matters of health and safety</li></ul>
<b>Child &amp; Vulnerable Adult Protection Statement</b>	The Company is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its employees to show this commitment.

