

	<b>Job Title</b>	Employment and Apprenticeships Officer
	<b>Department</b>	Regeneration and Environment
	<b>Section</b>	Employment, Skills and Enterprise
	<b>Grade</b>	PO1
	<b>Reports to</b>	Employment and Apprenticeships Manager
	<b>Staffing Responsibility</b>	None
	<b>Organisation</b>	<i>Please attach organisation structure</i>

**Job Purpose:**

1. To support the drive to increase employment rates in the borough by leading on the creation of employment and apprenticeship opportunities from a range of employers in Brent and London, achieving sustained job outcomes for Brent residents.
2. To form strong partnerships with employers to understand their entire recruitment and training needs and to design bespoke solutions to meet the desired outcomes for the employer and the council's project targets.
3. To build and maintain relationships with internal and external stakeholders to ensure referral of candidates, access to quality and timely training, and to ensure high profile of the service offer.
4. To develop robust relationships with schools to support the career choice of students and offer an alternative career progression in the form of apprenticeships.

**Principal Accountabilities and Responsibilities:**

1. To successfully broker jobs and apprenticeships with Brent or London based employers, aiding Brent residents to secure these opportunities and to sustain employment.
2. To identify and engage businesses and employers willing to participate in employment led training. This includes apprenticeships and traineeships and work placement opportunities for all residents, including care leavers, offenders, and residents with disabilities and learning difficulties.
  - a. Identifying suitable candidates for interview
  - b. Developing and delivering assessment and pre-screening programmes
  - c. Supporting the development of the interview and selection process where required.

- d. Seeking feedback from employers for residents.
3. Raising awareness amongst local businesses about the benefits of providing apprenticeships and other related employment and training opportunities through leading on the development of marketing activity (in partnership with the Marketing and Events Officer), including organising events for employers.
4. Responsible for sourcing eligible Brent residents for jobs and apprenticeships, ensuring uptake of all available apprenticeship vacancies. This will include, but is not limited to:
  - a. Building and maintaining partnerships with a variety of stakeholders, for example, schools, youth services, Troubled Families, health and social care services, customer services triage, voluntary and community organisations, DWP, training providers, community safety team, developers and other relevant external agencies and internal departments.
  - b. Delivering job brokerage services, including CV and application form writing support, interview workshops and in-work benefit advice (whilst utilising Brent Start resources where possible).
  - c. Identifying suitable candidates for interview.
  - d. Providing feedback to all candidates.
  - e. Case-loading candidates so that they can be informed of relevant opportunities when they arise.
5. To explore, research and investigate best practice within sectors to be able to promote and work with businesses with confidence to increase the successful take-up of local jobs and apprenticeships.
6. To explore, research and investigate best practice to support specific client groups, particularly those that are a priority for the council (e.g. care leavers).
7. To develop strong working relationships with council and other public or voluntary service partners who can support the council's priority groups of residents, or that can be a source of appropriate referrals to Brent Works.
8. To develop and maintain suitable data collection and internal management systems to support business delivery and provide accurate statistical information relating to performance and service delivery, in relation to council and funding targets and requirements.
9. To work closely with external related partners, including but not limited to the College of North West London, Department for Work and Pensions, the National Apprenticeship Service and London Apprenticeships, to promote and support the success of jobs and apprenticeship as a viable and desirable career option for Brent residents.
10. Maintain and update the National Apprenticeship Service website on a regular basis including internal jobs boards
11. To keep up-to-date with policy development, at local and national level, in relation to youth employment, training and apprenticeships and furthermore communicate any changes to employers, partners and internal staff.

12. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
13. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Best Value policies and procedures and to incorporate the Council's Core Competencies.
14. To take reasonable care for the Safety and Health of themselves and others who may be affected by their acts; and to work with management to comply with Service procedure and protocols and with Brent Council's Health and Safety Policy and all guidance, instructions and risk assessments.
15. To work flexibly as required by the client and/or employer. This may require some working outside of normal hours and weekends
16. Undertake any other duties commensurate with the general level of responsibility of this post including cross service responsibilities as agreed with line manager.

<b>DBS Status</b>	Enhanced
<b>Politically Restricted</b>	No

## Person Specification

### Job Knowledge, Skills & Experience:

#### Knowledge and Qualifications:

##### Essential

- Knowledge of unemployment, financial and social exclusion.
- Knowledge of national framework and policies related to the employment, apprenticeships and skills sector.
- Knowledge of good practice in job recruitment and assessment, including equality legislation.
- Demonstrable understanding of the importance of tailoring vocational and pre-employment training to the needs of candidates and employers to meet the labour market demand
- Knowledge of the apprenticeship levy and any other contextual factors, economic or political drivers that may affect the organisation and local business

**Experience:**

- Proven and successful placement/recruitment experience, meeting organisational and individual employment/ recruitment outcome targets.
- Experience of engaging employers and developers to support their recruitment needs.
- Experience of building and maintaining effective relationships with key stakeholders to generate referrals and ensure alternative pathways of support to meet a range of resident needs.
- Experience of working with unemployed and/or disadvantaged residents from a range of backgrounds and circumstances and with a range of needs, engaging them with employment/ apprenticeship services and securing employment/ apprenticeship outcomes.
- Experience of using software or Client Relationships Management (CRM) systems to manage client relationships and performance information (inputs and reporting)

**Skills and Abilities:**

- Ability to drive improvement in service performance.
- Ability to build strong relationships with a diverse range of stakeholders, including employers, residents and other sector partner organisations.
- Effective written and oral communication skills including the ability to prepare and present reports and presentations to varying audiences
- Effective negotiating, influencing and persuasion skills together with evidence of building and forming successful new partnerships.
- Ability to manage a varied workload and balance priorities within the time frame available whilst delivering quality outcomes.
- Good IT skills, including database management and use of standard software e.g. power point, Excel, Word, etc.
- Commitment to Equality and Diversity policies and experience of their application.