



HIGH
SPEED
RAIL

NATIONAL COLLEGE FOR
HIGH SPEED RAIL

JOB DESCRIPTION

Job title: Employer Engagement Manager

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Salary	£30,000 circa
Location:	Birmingham - Lister Street, Aston or Doncaster - Carolina Way, Doncaster Regular travel between the 2 sites and to other business premises
Part-time/job share applications welcomed The location, hours of work and duties could be varied according to the needs of the service. A basic level DBS check will be undertaken	

1. Context

The National College for High Speed Rail is a brand new incorporated FE College that is being established to train the next generation of the rail workforce. Covering the breadth of the rail industry from design to people experience, construction, maintenance and operations, the College will train learners from the age of 18 in Higher Apprenticeships and higher education programmes. Learners who have attended the National College will gain skills that enable UK employers to support the development and running of HS2 and future high speed rail projects at home and around the world.

The college's vision is to pioneer technical excellence, setting new standards for collaboration and diversity in what will be a major growth industry for the UK in future years. We opened to students in September 2017, with two main hub sites in Birmingham and Doncaster and a network of 'spokes' via partner arrangements across the UK.

Being involved at the beginning of this exciting journey, we are able to offer you a unique opportunity to work in a dynamic environment with the College growing and evolving, providing excellent opportunities for career development and the scope to influence the future of the further education sector

2. Job purpose

To manage a team of Employer Relationship Officers and a caseload of apprentices who may be based anywhere in the UK. Develop a professional and supportive relationship with the apprentice and their employer link. Ensure that the employer is supported so

that the apprentice achieves their learning and career objectives and the employer feels confident in their role to support learners.

3. Reporting relationships

Reports to: Head of Learner Experience

4. Accountabilities

- To engage with employer links and apprentices, primarily in the workplace
- To manage Employer Relationship Officers and a caseload of apprentices
- To keep up to date with other provision offered by the college, to cross-sell apprenticeships, work placements, activities and actions to meet market needs
- To support the Head of Learner Experience with the development and monitoring of the Learner Experience Self- Assessment report relating to apprentice engagement and achievement
- To provide guidance and support to employers and to their apprentices to facilitate successful completion of apprenticeship training programmes.
- To ensure quality reviews are generated for apprentices at their place of work and that 'on the job' learning is of a high standard and timely
- To liaise closely with college Learner Experience team to ensure that apprentices are fully engaged in College life and are prepared for the world of work
- To ensure that employers who mentor / manage our learners are supported in their role
- To represent the College at stakeholder meetings and events
- To conduct health and safety audits at the apprentice's place of employment
- To ensure equality and diversity and safeguarding are prioritised at the work place
- To undertake regular, timely reviews and assessments with apprentices and their employer links
- To monitor apprentice progress and identify and address any concerns to ensure timely success of all apprentices and placements
- To support in planning and achievement of SMART targets as part of the review progress
- To respond to and follow up on all queries from employers and apprentices in a timely manner ensuring all enquires are correctly recorded
- Quality monitoring and auditing of reviews which are undertaken by subcontractors on behalf of the college

5. Other

- You are liable to undertake such other duties as may be reasonably be required of you commensurate with your grade at your initial place of work or at any other college site.
- The college is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Person specification

This person specification lists the competencies expected

(E = Essential criteria, D = Desirable criteria)

	Sections		
	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Knowledge of apprenticeship programmes and frameworks • Ability to engage with employers at all levels • Excellent administrative skills • Excellent interpersonal skills • Knowledge of the PREVENT agenda, safeguarding and EDI • Ability to use Microsoft packages • Excellent problem solving skills • Strong evidence of successful team leadership • Ability to analyse and report on complex data • Ability to manage and deliver against customer expectations 	<ul style="list-style-type: none"> • E • E • E • E • D • E • E • E • E • E
	Experience	<ul style="list-style-type: none"> • Experience of successful employer engagement across a range of levels and industries • Experience of managing and assessing apprenticeship programmes and frameworks • Experience of undertaking reviews and assessments with apprentices and employers • Experience of managing a team and successful team leadership • Experience of responding to enquiries and liaison with employers and external agencies • Experience of working with learners and employers • Experience of setting SMART targets 	<ul style="list-style-type: none"> • E

		<ul style="list-style-type: none"> • Experience of dealing with problems and resolving issues • Understanding of safeguarding and its importance to the College • Understanding of learning support needs • Experience of understanding Health and Safety audits. 	<ul style="list-style-type: none"> • E • E • D • E
	Qualifications	<ul style="list-style-type: none"> • Degree level qualification • Health and Safety qualification 	<ul style="list-style-type: none"> • E • D
	Personal attributes	<ul style="list-style-type: none"> • Excellent customer service skills • Innovative and proactive approach to problem solving • Flexible approach • Self-motivated • An understanding of and commitment to equality and diversity. • Willingness to travel 	<ul style="list-style-type: none"> • E • E • E • E • E • E
	Special requirement	<ul style="list-style-type: none"> • Able to travel independently between college sites and other external venues. • Able to work flexibly including on occasion outside of core working hours • NCHSR is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. 	<ul style="list-style-type: none"> • E • E • E