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**Job Description – Work Placement Officer**

**JOB TITLE**

Work Placement Officer

**ACCOUNTABLE TO:**

Lead Work Placement Officer

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state-of-the-art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

To undertake a key role in assisting in the planning of placements, securing placements through liaison with employers, completion of relevant placement documentation including health and safety assessments, monitoring and validation of student hours and work experience on data systems.

To act as the primary contact between the curriculum setting, students, course leaders, tutors and employers who provide placements.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* Introductions to students on induction with on-going close contact throughout the year.
* Communicate via Canvas, the MyLakes App and verbally any work placement opportunities or apprenticeship vacancies.
* Engage with employers to secure placement opportunities.
* Secure Placements for students.
* Identify and develop relationships with appropriate work placements and assess the compliance of the work placement with Health and Safety, Insurance cover and other relevant criteria.
* Ensure that a student has relevant vetting documentation prior to attendance at the work placement if required.
* Ensure that students are familiar with their responsibilities on work placement, including health and safety and child protection / the protection of vulnerable adults.
* Complete all work placement documentation including safety assessments.
* Update and ensure accurate employer and student records are maintained on the college systems.
* Validate student hours and placement locations.
* Meet monthly and annual targets for work placements including industrial placements and T Level placements.
* Work with the Sales team to convert placement opportunities to apprenticeships.

Monitoring and Placement

* Inform and liaise with employers, students and staff on all matters relating to the progress of students in the work placement setting.
* Prepare relevant work placement /assessment documentation and maintain appropriate records on every student.
* Monitor the attendance of students in work placement and follow up any students who have not been attending placement.
* Provide support for recruitment and marketing initiatives including open days, parents’ evenings as required.
* Liaise closely with the Sales Team, Curriculum Operational Leaders, Course Leaders, Coaches and other relevant staff and attend course team meetings and tutorials where required.

**General**

* Provide reports, written and oral, as required
* Ensure that all documentation and authorisation procedures are adhered to
* Develop industrial links through the establishment of partnerships/further placements such as Speakers for Schools
* Act as an ambassador for the College

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high-quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is always portrayed to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification –** Work Placement Officer

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| 5 GCSE’s (including Maths & English or equivalent) | **✓** |  | AF /Cert |
| Educated to degree level or equivalent qualification or work experience in a relevant area |  | **✓** | AF/ Cert |
| NVQ Level 2 (or equivalent) in Careers Advice and Guidance or Careers Information or a related subject |  | **✓** | AF/ Cert |
| Experience |  |  |  |
| Intermediate to advanced skills Microsoft Office skills | **✓** |  | AF / IV |
| Experience of working in an careers education environment or sales/ employer engagement |  | **✓** | AF / AT / IV |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all | **✓** |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** |  | AF / AT / IV |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision-Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information |  | **✓** | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in acting to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview