GLPC Job Description

Brent	**Job Title**	Employment and Apprenticeships Officer
	Directorate	Regeneration and Environment
	Department	Employment, Enterprise and Skills
	Grade	PO1
	Reports to	Employment and Apprenticeships Manager
	Staffing Responsibility	none

Job Purpose:

1. To lead in promoting the growth of apprenticeships and related activities, for young people in particular, in the borough.

2. 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.

3. To form strong partnerships with employers to understand their entire recruitment and training needs and to design a bespoke solutions to meet the desired outcomes for the employer and the council project targets.

4. 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.

5. To develop robust relationship with schools to support the career choice of students and offer an alternative career progression in the form of apprenticeship.

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. London Living Wage opportunities are preferential, but individual employer and resident circumstances should be considered on a case by case basis.

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 those 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, customer services triage, voluntary and community organisations, DWP, training providers, community safety team, developers and other relevant agencies and internal departments.
   b. Delivering job brokerage services, including CV and application form writing support, interview workshops and in-work benefit advice.
   c. Identifying suitable candidates for interview
   d. Working with schools and other partners to innovate new ways of working, which adopt a preventative approach to reducing unemployment amongst young people.

5. To develop, implement and manage training and recruitment route ways to work for young adults by working with developers who engage with Brent Works or are seeking to fulfil their Section 106 obligations.

6. 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.

7. 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).

8. 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.

9. 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;

10. 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.

11. Maintain and update the National Apprenticeship Service website on a regular basis including internal jobs boards
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12. 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.
13. 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.

14. 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 Councils Core Competencies.

15. To take reasonable care for the Safety and Health or 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

16. To work flexibly as required by the client and/or employer. This may require some working outside of normal hours and weekends

17. Undertake any other duties commensurate with the general level of responsibility of this post including cross service responsibilities as agreed with line manager.

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.

Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.

Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Not Required
Politically Restricted *(delete as appropriate)*	No

Person Specification

Specify the qualifications, experience, skills and abilities required on the basis of the Job Description.	***To be identified by:*** *Application Form(A)* *Test/assessment (T)* *Interview (I)* *(Please indicate all that apply)*
Qualifications and Professional Membership requirements: **N/A**	

Knowledge (please specify all essential criteria): **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	A / I

Experience (please specify all essential criteria): • Proven and successful placement/recruitment experience, meeting organisational and individual employment/ recruitment outcome targets. • Ability to engage employers and developers to support their recruitment needs. • Apprenticeship related market experience would be an advantage • Experience of building and maintaining effective relationships with key stakeholders in the employment, apprenticeships and skills sector.. • Experience of working with unemployed and/or disadvantaged residents to build confidence and provide practical/motivational support • Experience of using software or Client Relationships Management (CRM) systems to manage client relationships and performance information (inputs and reporting)	A / I

Skills and abilities (please specify all essential criteria): • 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 polices and experience of their application.	A / I

List desirable criteria:	