

<b>Post:</b>	T-Level Industry Placement Coordinator
<b>Place of Work:</b>	This role is multi-sited, and the nature of the work will require travel to any of the College sites.
<b>Hours of Work:</b>	37 hours per week, Monday to Friday, 52 weeks per annum.
<b>Salary:</b>	Tier 3
<b>Accountable to:</b>	Head of Apprenticeships

### **Summary:**

Working within the Industry Placement Team, the role of T-Level Industry Placement Coordinator is to engage with employers for both T- Level's and Industry Placements, to support the Colleges wider employability agenda. The main responsibility of the role is to coordinate NKC placement programs for T-Levels and industry placements. To establish and develop Industry relevant placements with sector subject employers in the local and regional area. The T-Level and Industry Placement Coordinator would ideally have a range of knowledge and experience of working within FE, careers and or the work experience sectors. Must have the ability to demonstrate and build excellent customer relationship skills, be highly organised, articulate and have good written and verbal communication skills. The T-Level Industry Placement Coordinator will need to be professional and confident in building a strong rapport with employers, students and the wider college's curriculum, careers and support teams.

### **Duties, Responsibilities and Accountabilities:**

- Build and maintain strong relationships with employers to actively engage and promote North Kent College and Hadlow College establishing strong professional relationships with employers/stakeholders in private, public and third sectors to develop opportunities for learners.
- Attend external networking opportunities with employers representing the College.
- Encourage relevant employers to engage with the College's wider employability skills agenda (student talks, interview practice, etc.)
- Coordinate T-Level and Industry Placements for students in close liaison with Curriculum Teams, for the development and coordinating placement plan's, including matching, handling applications, working closely with curriculum to identify suitable candidates.
- Monitor the progress of T-level and Industry Placements, evaluating placements, setting objectives, and carrying out midpoint and endpoint assessments with students, employers, and curriculum.
- Develop student engagement through 1 2 1 meetings, class talks and events.
- Support students and employers through the T-Level and Industry Placement process.
- To build close working relationships with college wide Careers Teams and The Learning Shop.
- Develop student employability, including organising pre-employment and induction training.
- Maintain, track and record accurate records on the Customer Relationship Management (CRM) system and Connect Software program and App. Use of REM's (Student database) for student communication.
- Assist in the distribution of relevant documentation to providers of T-Level and Industry Placements, maintaining the flow of communication with key stakeholders to ensure all documentation, and all placement type requirements are fully explained.
- Visit and assess placement providers where required completing insurance validation, health and safety and risk assessments of workplace settings and be aware of the issues surrounding health and safety and safeguarding within the workplace environment.
- Be aware of cross-sell and up-sell opportunities and promote talent pipelines to employers and students.
- Follow up placement issues and conduct spot checks on placements.
- Report on T-Level and industry placements, to senior management.
- Represent the team at college events such as open evenings and careers events
- To undertake any other reasonable responsibilities as required by management.

**All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL √	DESIRABLE √	ASSESSED BY (Application, Task, Interview)
<b>(1) Qualifications:</b>			
Educated to Level 3 (or equivalent)	√		Application / Interview
GCSEs (or equivalent) at grade C or above in English and Maths	√		Application / Interview
Sales or customer service training	√		Application / Interview
<b>(2) Knowledge to include:</b>			
Knowledge of Further Education, careers or training sectors		√	Application / Interview /
Awareness of the issues surrounding health & safety and safeguarding within the workplace environment	√		Application / Interview /
Ability to cross-sell and up-sell	√		Application / Interview /
<b>(3) Experience to include:</b>			
Previous experience of relationship management dealing with employers of all sizes at local and regional levels	√		Application / Interview / Task
Experience of carrying out insurance validation, health & safety assessments, and risk assessments of workplace settings		√	Application / Interview / Task
Experience of monitoring work experience, training, or assessment in the workplace		√	Application / Interview /
Use of Customer Relationship Management (CRM) system		√	Application / Interview /
Experience of reporting on activity, progress within previous roles, successes, and opportunities in the sales pipeline	√		Application / Interview / Task
<b>(4) Skills and Attributes to include:</b>			
Excellent communication skills – written and verbal	√		Application / Task /
Presentable, articulate, with an eye for detail	√		Application / Task /

Working knowledge of MS Office and Outlook at intermediate level	√		Application / Interview / Task
Ability to build good working relationships and gain respect from young people		√	Application / Interview
Must be a car owner with access to a vehicle during working hours, hold a clean driving licence, hold valid business use insurance, and have the ability and willingness to travel across the region	√		Application / Interview

**General:**

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_