

## Job Description

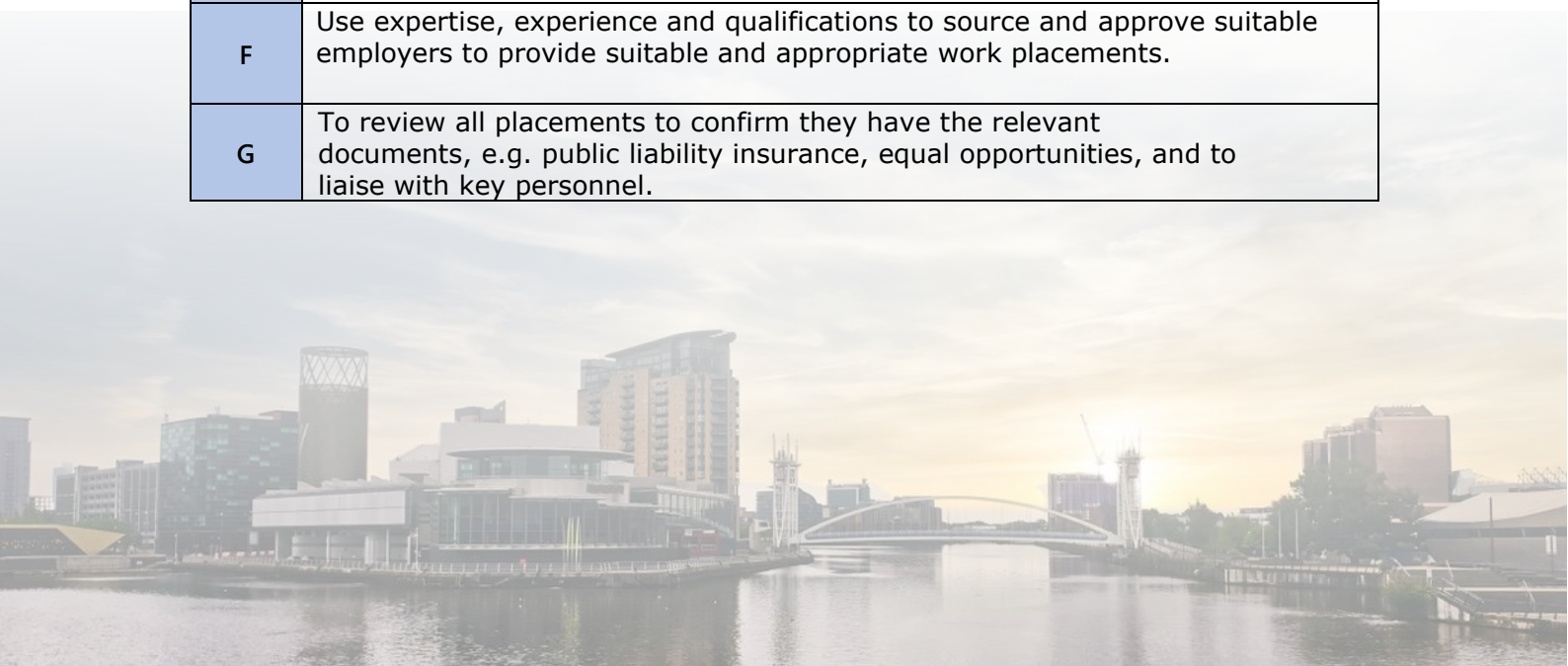
|                        |                         |
|------------------------|-------------------------|
| <b>Post:</b>           | Work Experience Officer |
| <b>Salary Grade:</b>   | Band 5                  |
| <b>Responsible to:</b> | Head of Department      |

### Key Purpose

|                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The due diligence checks of work placements to ensure that quality and performance standards are implemented and maintained, ensuring up to date records of all placements are maintained. |
| Assisting the securing of new placements according to course, Health & Safety, SFA and where applicable, awarding body requirements.                                                       |
| Building and maintaining relationships with key employers                                                                                                                                  |

### Duties & Responsibilities

|          |                                                                                                                                                                 |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b> | Participate in key College processes as required e.g. enrolment.                                                                                                |
| <b>B</b> | To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.                          |
| <b>C</b> | To work flexibly in the interests of the organisation as required                                                                                               |
| <b>D</b> | To participate in performance development review processes and to undertake staff development activities as appropriate.                                        |
| <b>E</b> | To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with |
| <b>F</b> | Use expertise, experience and qualifications to source and approve suitable employers to provide suitable and appropriate work placements.                      |
| <b>G</b> | To review all placements to confirm they have the relevant documents, e.g. public liability insurance, equal opportunities, and to liaise with key personnel.   |



|   |                                                                                                                                                                                                                                                                                                                                                                                          |
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|   |                                                                                                                                                                                                                                                                                                                                                                                          |
| H | To lead and coordinate training CPD to ensure all placement providers meet the awarding body standard.                                                                                                                                                                                                                                                                                   |
| I | To support and mentor current learners in finding suitable placements for experience and progression.                                                                                                                                                                                                                                                                                    |
| J | Complete all tracking systems as required. Provide employer involvement tracking evidence, monitored and verified for accuracy.                                                                                                                                                                                                                                                          |
| K | To complete risk assessments of practices being accessed for work placements, as required and monitoring and reviewing these, in a timely way, prior to expiration.                                                                                                                                                                                                                      |
| L | To provide candidate induction (group and individuals), support any vulnerable student in preparation for their work placement assessments, liaising with relevant pastoral and curriculum leads.                                                                                                                                                                                        |
| M | Attend team meetings and meeting with employers regarding employer activity/ candidate progress.                                                                                                                                                                                                                                                                                         |
| N | To participate or conduct internal quality audits on candidate work and documentation completed externally by industry experts, in preparation for Standards Verification visits                                                                                                                                                                                                         |
| O | To promote the colleges to employers/ external stakeholders to feedback to college team any concerns, good news or areas for development.                                                                                                                                                                                                                                                |
| p | To contribute to the delivery of bespoke/ full training regarding the completion of work experience placements.                                                                                                                                                                                                                                                                          |
| q | To agree an annual Continuous Professional Development (CPD) Plan, to maintain and log CPD in line with awarding bodies and Salford City College requirements. To continuously develop professional competence in the age ranges assessed including knowledge, industrial updating and maintain awareness of developments and changes to respective qualification or industry standards. |
| r | Attend department team meetings to provide work placement and student updates.                                                                                                                                                                                                                                                                                                           |
| s | Main point of contact within SCC for life sciences employers                                                                                                                                                                                                                                                                                                                             |
| t | Plan, organize, evaluate and review the induction program for work experience students                                                                                                                                                                                                                                                                                                   |
|   | Provide advice and pastoral support to students                                                                                                                                                                                                                                                                                                                                          |

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.



All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



## Person Specification

|                          | Essential |                                                      |                              | Desirable |                                                                                     |                              |
|--------------------------|-----------|------------------------------------------------------|------------------------------|-----------|-------------------------------------------------------------------------------------|------------------------------|
| Qualification            | 1         | Literacy Level 2                                     | Application /<br>Certificate | a.        | Additional relevant qualification e.g. degree/vocational qualification.             | Application /<br>Certificate |
|                          | 2         | Numeracy Level 2                                     |                              | b.        | D32, D33, D34 or V1/V2 or willing to work towards.                                  | Application /<br>Certificate |
|                          |           |                                                      |                              | c.        | Experience of Undertaking risk assessments in the work place.                       |                              |
|                          |           |                                                      |                              | d.        | Experience of teaching, relevant teaching qualification or willing to work towards. |                              |
|                          |           |                                                      |                              | e.        | IT Level 2                                                                          |                              |
| Professional Development | 4         | Evidence of ongoing Professional Development         | Application /<br>Interview   |           |                                                                                     |                              |
| Experience               | 5         | Experience of working within a life science industry | Application /<br>Interview   | f.        | External customer service experience                                                | Application /<br>Interview   |
|                          |           |                                                      | Application /<br>Interview   | g.        | Experience of working in an educational environment                                 | Application /<br>Interview   |
|                          |           |                                                      | Application /<br>Interview   | h.        | Experience of coordination And tracking progress preferably in an FE environment    |                              |



|                    |   |                                                                                                                  |                         |    |                                                                      |                         |
|--------------------|---|------------------------------------------------------------------------------------------------------------------|-------------------------|----|----------------------------------------------------------------------|-------------------------|
|                    |   |                                                                                                                  |                         | i. | Experience of working within a business administration environment   |                         |
| Skills / Qualities | 6 | Ability/experience to monitor and coach learners in work practice                                                | Application / Interview | j. | Ability to demonstrate interpersonal skills appropriate to the role. | Application / Interview |
|                    | 7 | Good communication and presentation skills<br>Experience of working with a team                                  |                         | k. | Willingness to share expertise with colleagues                       |                         |
|                    | 8 | Good organisational skills and flexible approach                                                                 |                         |    |                                                                      |                         |
|                    | 9 | Ability to present business cases to external organisations and businesses to promote Veterinary Nurse training. |                         |    |                                                                      |                         |
| Knowledge          |   |                                                                                                                  |                         | l. | Knowledge of maintaining and tracking progress.                      |                         |

