

Environment & Regeneration Department

Post Title: Liaison Officer (Industry)

Post Number: BG11525

Grade: 5

Base: Civic Centre, Ebbw Vale

Hours of Work: 37 per week

Car User Allowance: Approved Casual

Disclosure: N/A

Contact: Bethan McPherson

Updated: November 2020

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Principal Job Purpose

Responsible to: Team Leader (STEM Facilitation)

Responsible for: Working with relevant businesses, companies and key stakeholders to identify and promote future career/skills opportunities, available to residents (in particular children and young people) of Blaenau Gwent.

Ensuring opportunities to prepare and upskill residents (children and young people) are available in order to maximise current and future employability.

Particular responsibility for: Supporting an innovative programme of support, centred on “industry in schools, STEM facilitation” within Blaenau Gwent based schools, inspiring, raising aspiration and preparing pupils for their journey into the world of work.

Creating meaningful and sustainable links between industry and schools to support authentic learning experiences; aligned to future employment needs.

Principal Accountabilities

1. To develop and maintain effective relationships with the business community in Blaenau Gwent.
2. To be the interface between Blaenau Gwent Council, key business sectors and other stakeholders (Careers Wales, Schools etc.) in promoting and supporting local employment/skills related future opportunities.
3. Engaging with businesses to identify employment requirements/associated skills gaps; and utilise this information to inform local project delivery (STEM Facilitation), preparing residents (children and young people) for available/planned opportunities.
4. To utilise and maintain appropriate database(s) and/or CRMs to track business offer/requirements and cross reference with stakeholder need/delivery (individuals, pupils, schools); monitoring associated outcomes.
5. Work with key partners to prepare residents (children, young people) to meet identified current and future employment needs.
6. Co-ordinate and facilitate links between the business community and service users (Schools, STEM providers); using innovative and engaging methods.
7. To organise, deliver and attend events and activities; encouraging business engagement, active participation and commitment where relevant.
8. To attend relevant meeting and network events as required.
9. Champion the Community Benefits agenda internally and with external organisations and identify opportunities to maximise the use of social clauses and corporate social responsibility.
10. To utilise management information systems available, to monitor project deliverables and outcome impacts, providing regular information to managers on progress.
11. To co-ordinate the collection of all employment related information and produce reports as required.
12. To meet the Council's strategic aim of promoting economic, social and environmental regeneration activity in Blaenau Gwent.
13. To undertake any relevant section of the Authority's policy statement on Health and safety and Welfare at Work
14. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti – discriminatory practice

Person Specification –Liaison Officer (Industry)

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Good standard of education, 5 GCSE' grade A-C, including English and Maths	E	✓			
HND or equivalent in a relatable field.	E	✓			
Experience of developing, using and maintaining Excel spreadsheets.	E	✓			
Other experience					
Working directly with employers/business to maximise local employment/skills opportunities	E	✓	✓		
Working in partnership with the public, private and third sector organisations to support people into employment/training/learning.	E	✓	✓		
Regular monitoring and reporting of project delivery	E	✓	✓		
Building and developing professional networks	E	✓			
Organising multiple partner events, ideally within the regeneration or employment field	E	✓	✓		
Providing individual client support to those seeking employment/training	D	✓			
Experience of working within a regeneration related field	D	✓			
Knowledge/Skills					
Knowledge of procurement processes and securing social clauses	D	✓	✓		
Knowledge of the local economic climate	D	✓			
Knowledge of STEM related careers/employment opportunities and associated initiatives	D	✓	✓		
Knowledge of using a range of ICT software including Excel	E	✓			

2. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full driving licence	E	✓			

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Assessment Method					
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results				✓
	Understands that changes are needed if things are to be improved		✓		

	Finds new and creative ways of doing things better		✓		
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent		✓		
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓

	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed		✓		
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation		✓		✓