



Job Description

Regeneration and Community Services

Post Title	Liaison Officer STEM Facilitation – HiVE Hubs		
Post Number	BGNEW	Grade	5
Base	Agile Worker	Hours	37 hours per week
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Julie Timothy 07866067229	Updated	April 2024
Politically restricted	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Team Leader (STEM Facilitation)

Responsible for: Working with Blaenau Gwent schools, industry partners and key stakeholders to coordinate and Quality assure the delivery of the HiVE Hub programme in Blaenau Gwent.

Particular responsibility for:

Supporting an innovative programme of engineering education centred on “industry in schools, STEM facilitation” within Blaenau Gwent based schools in partnership with Coleg Gwent

Creating meaningful and sustainable links between Coleg Gwent and participating Blaenau Gwent schools to support high quality and inspirational learning experiences; aligned to future progression opportunities at HiVE.

Principal Accountabilities

1. To develop and and maintain effective relationships with participating Blaenau Gwent schools, Coleg Gwent and other stakeholders in Blaenau Gwent.
2. To be the interface between Blaenau Gwent Council, Blaenau Gwent schools, Coleg Gwent and other stakeholders (Careers Wales, key businesses etc.) in promoting and supporting HiVE Hubs and Mini Hubs in Blaenau Gwent.

3. To work to support the achievement of Key Performance Indicators aligned to quality metrics as identified as necessary for the efficient and successful implementation of the HiVe Hub and Mini Hub programmes to ensure good progression to HiVE.
4. Work with key partners to prepare residents (children, young people) to meet identified current and future employment needs.
5. Co-ordinate and facilitate links between Coleg Gwent, the business community and other stakeholders service users using innovative and engaging methods.
6. To organise, deliver and attend events and activities; encouraging active participation and commitment where relevant.
7. To attend relevant meeting and network events as required.
8. Champion attend relevant meeting and network events as required.
9. To utilise management information systems available, to monitor project deliverables and outcome impacts, providing regular information to managers on progress.
10. To co-ordinate the collection of all employment related information and produce reports as required.
11. To meet the Council's strategic aim of promoting economic, social and environmental regeneration activity in Blaenau Gwent.
12. To undertake any relevant section of the Authority's policy statement on Health and safety and Welfare at Work.
13. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti – discriminatory practice.

Person Specification – Non Managerial

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	✓			
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	✓			
Other experience					
Working knowledge of the education system in Wales	E	✓	✓		
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	✓			

2. Welsh Language Requirements (please select one of the following)

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓	✓		

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

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

4. 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.

Topic	Competencies	Assessment Method			
		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				✓

Topic	Competencies	Assessment Method			
		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 & feed back 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				✓