

Job Description

Job title:	Employer Engager (Local Recruitment Consultant) Restart		
Department:	Employment		
Location:	Ipswich/Mid Suffolk		
Reports to:	Business Manager (Restart)		
Salary Grade*:	3b	Hay points*:	268
Evaluated date*:	29/04/21		
Hours / week:	37		
Status:	Permanent		
Supervisory responsibilities	No		
Job Shares will be considered for this post	No		
This position requires travel around the county and the ability to work flexible hours.	Yes		

**To be completed by HR after evaluation has taken place*

Overall Job Purpose:

A brief statement about the main objectives of the post

Realise Futures operates as a hybrid company combining commercial trade with personal & government funded public services. Our aim is to create opportunities for people to succeed in work, learning and life through three company departments, Learning, Coaching & Advice, Employment and RF Works.

This post sits within the Employment department whose main purpose is to help unemployed people prepare for and sustain employment. A dedicated team will deliver the Restart Programme on behalf of Reed In Partnership in Ipswich and Mid Suffolk.

The Local Recruitment Consultant is responsible for the sourcing of sustainable employment opportunities for programme participants within the local employer market, ensuring service levels exceed employers' expectations. Working with colleagues in the Restart team, and members of the wider Employment department, the role is integral to enhancing participants sustainable employment prospects.

The postholder will be the named contact for employer engagement within the Restart team, working with a wide range of employers and will lead on local labour market information and employer support.

***this role is subject to a Basic DBS check*

Realise Futures CIC

Registered Office: Realise Futures, Lovetofts Drive, Ipswich, IP1 5NZ

01473 242500

info@realisefutures.org

www.realisefutures.org

Registered No 7828443 England and Wales

Main Duties and Responsibilities:

A brief description of the most important tasks of the post

Identify employers and opportunities so that Realise Futures can achieve job outcome targets for the Restart programme. Develop strategies and solutions to increase employer engagement and actively source vacancies from employers and promote them to suitable candidates engaged through the team.

Inform colleagues and programme participants about opportunities available in key industry sectors. Develop specialist knowledge of key sectors of opportunity or growth in the local and regional economy.

Working with the Employment Advisor and employment & Skills Trainer, provide briefing sessions to participants as and when required, e.g. providing taster sessions to showcase different vocational sectors.

Ensure information on vacancies is captured accurately on Realise Futures database system and that they are communicated promptly to the team and partners where appropriate. Ensure a warm handover to the appropriate Employment Adviser once an employer generated lead is sourced.

Provide the team with sufficient quality information to inform decision making on matching participants with employers. Work closely with colleagues to ensure candidates are effectively matched and forwarded to suitable vacancies.

Manage all vacancies from inception to appointment, including coordination with colleagues to organise and source relevant skills and employability training to support participants into work.

Promote Realise Futures employment services to all relevant stakeholders. Plan and help co-ordinate local employment & training events for customers to showcase help and support that is available.

Ensure employers' requirements and expectations are met and that the service is delivered in line with contractual and company KPIs. Provide feedback to advisers and management as appropriate to identify and rectify any areas of service improvement.

Provide information, advice and guidance to employers on how to attract, select, support and retain disabled talent, promoting where appropriate the Disability Confident scheme. Further provide advice and guidance to ensure Employers have sufficient understanding and access to support to manage any adjustments that need to be made.

Work with employers to identify ways in which they might structure roles to provide greater accessibility to participant groups, e.g. promoting job sharing/part time hours providing greater accessibility for carers, work trials to increase awareness of opportunities.

Lead on the process for employer recruitment events to ensure quality of candidates meets employers' expectations.

Initiate, develop and maintain working relationships with partner organisations and training providers to ensure that knowledge of local provision is kept up to date to maximise employment and training opportunities.

Produce and share monthly and quarterly information on local labour market trends, e.g. growth sectors, seasonal demand, hard to fill roles/ skills gaps. Ensure employer engagement activity is discussed and reviewed regularly at team meetings, identifying areas for improvement and opportunities to share best practice.

Support Employment Advisers with the collection of contractual, job start and progression information.

See over/...

1. Know-How:

Know-how is defined as the sum of every kind of knowledge, skill, and experience required for standard acceptable performance in a role. Forward planning is concerned with the complexity of the planning required in the role, the time span that planning has to take place over i.e. how far does the job holder have to plan ahead and the scope of the planning, i.e. one department, a division or across the whole company. Communication is concerned with whether or not the job holder has to merely communicate with or influence others and the levels to which the role requires them to do so.

The skills, expertise, and training required for the job are:-

- Proven track record of achieving targets and KPI's in a performance target driven environment e.g. in a business-to-business sales environment, account management or business development role.
- At least one years' experience of working as part of a service delivery team or customer facing environment
- Working knowledge of local labour market information and employment legislation governing recruitment practices.
- Understanding of the current welfare benefits system, including welfare to work
- Knowledge of complimentary provision in Suffolk, e.g. National Careers Service, Mental Health & Wellbeing Services, Training Providers
- Working knowledge and practical application of appropriate legislation including Safeguarding, Health & Safety and Data Protection.

Specific qualifications or training essential to the job are:-

- Minimum of 2 A-levels or an equivalent Level 3 Diploma
- Minimum of Level 3 subject specific qualification or established expertise
- Level 3 or NVQ in Advice & Guidance or equivalent is desirable

	<ul style="list-style-type: none"> • ICT proficient in Microsoft programmes and internet usage <p>The amount of forward planning required in the job is:- Medium to High:</p> <ul style="list-style-type: none"> • High levels of forward planning required. On average, a 6-month plan for forecasting will be utilised with robust calendar management for appointments that may be at short notice. • A flexible and resilient approach is essential as the role will entail working with a variety of stakeholders all with varying timeframes and priorities. <p>The type of communication and interaction needed in the job is</p> <ul style="list-style-type: none"> • Excellent negotiation and influencing skills to manage stakeholder expectations • Ability to work independently as well as constructively and collaboratively as a member of a team • Excellent personal, oral and written communications skills required for verbal & written communication and reporting • Networking skills with ability to build professional relationships swiftly and effectively
--	---

<p>2. Problem-Solving:</p> <p><i>Problem solving is concerned with the levels of autonomous thinking required in the role for analysing, creating, reasoning and arriving at conclusions. Consider the job holder's freedom to think and the amount of guidance available and the level to which constraints exist as to how problems may be resolved, i.e. levels of supervision / direction and processes or procedures that dictate the way in which a task is to be performed. Also consider the scope of the thinking required in the role, i.e. is there a clear right or wrong answer or is an</i></p>	<p>The level of analysis, evaluation and problem solving required in the job are:-</p> <ul style="list-style-type: none"> • Ongoing operational analysis of labour market information to inform targeting of employment opportunities as well as continuous review of progress against KPIs • Ability to address and support employer and/or participants concerns relating to accessibility issues in the workplace • Reflection on practice and adaptation of delivery in collaboration with others • The ability to think on your feet in sometimes stressful situations and deal with emergencies calmly and effectively <p>The level of creativity and/or original thought to resolve issues is:-</p>
--	--

<p><i>element of judgement required.</i></p>	<ul style="list-style-type: none"> • Innovative approaches to employer engagement are encouraged to secure suitable work placements and/or employment vacancies in line with participants aspirations and career goals • The ability to solve problems or queries effectively and efficiently escalating to manager where appropriate. • The ability to act as a part of new employment initiatives or projects within RF or Prime Provider
--	--

<p>3. Accountability:</p> <p><i>The freedom to take decisions is influenced by the presence or absence of constraints such as managers, processes and procedures and guidance. The nature of impact is concerned with the extent to which the role directly impacts on end results whilst the magnitude of impact considers how much of the organisation is affected by the job holder's accomplishment of the job's basic purpose.</i></p>	<p>The amount of freedom to take decisions in the job is:- Controlled according to predetermined parameters and guidelines.</p> <p>Nature of impact:-</p> <ul style="list-style-type: none"> • Accountability for using robust research and diagnostic tools to inform a SMART action plan for employer engagement activity which has a direct impact on specified and measurable targets within the Restart programme. <p>Magnitude of impact:-</p> <ul style="list-style-type: none"> • The Restart programme represents approximately 12% of the company's annual turnover and forms part of the company's strategic objectives. The Local Recruitment Consultant role is an integral element of retaining the contract through delivering best practice employer engagement and ongoing support reflecting the company's quality standards.
--	---

These duties and responsibilities are indicative and not exhaustive. We may make adjustments from time to time to reflect the changing needs of the organisation. We may require you to carry out reasonable alternatives within the character of your post. We expect you to adopt a flexible approach to your role but will consult you about significant changes.

Evaluation:

D 1 3 (175), D 3 (29%) (50), C 1+C (43) Total 268 Grade 3b