



ROLE PROFILE

Job Title: Employer Engagement Officer **Department:** Employment Services
(Fair Start Scotland)

Job Holder: **Date:** November 2019

1 MAIN PURPOSE OF THE ROLE

To establish and maintain strong relationships with employers to secure appropriate job vacancies and work placement opportunities for individuals. To secure work based learning opportunities and vacancies for customers to realise their long term aspirations and goals. To develop ties across all relevant sectors.

2 SCOPE OF ROLE (Key Accountabilities)

- Develop and maintain strong relationships with employers to secure vacancies and work opportunities across various employment sectors;
- Responsible for achieving project job sustainment targets;
- Liaise with all internal and partner delivery colleagues promoting job opportunities sourced;
- Effective communication and interpersonal skills;
- Pre-screen and skills match to ensure customers are suitably matched to employer vacancies.

The post holder will:

- Positively engage with employers to build relationships and develop a working partnership;
 - Work closely with colleagues to respond to the needs presented from project caseloads;
 - Demonstrate excellent communication and presentation skills;
 - Demonstrate creativity and innovation to meet operational demands;
 - Provide support to obtain accurately completed paperwork from employers;
 - Show tenacity and ability to influence employers;
 - Operate systems to extract key information;
 - Maintain administrative upkeep of electronic records as required for each participant;
 - Effective and efficient planning and organisation of diary to manage employer engagement.
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3 EXPERIENCE, QUALIFICATIONS AND SKILLS LEVEL

- Proven experience within a commercial employment related environment
- Possess extensive labour market knowledge
- A working knowledge and experience of the barriers faced by the long term unemployed in accessing employment
- Commercial recruitment, marketing or sales experience would be desirable
- A high level of communications, relationship building & interpersonal skills
- Proven interviewing experience
- Excellent computer skills and presentation skills

- Ability to prioritise and manage own workloads to meet employers and customers' demands
 - Awareness of payment by result programmes
 - Ability to work within a pressurised environment
 - Personal resilience.
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4 ADDITIONAL REQUIREMENTS

- Health and Safety is a key aspect of all jobs - it is vital that everyone takes responsibility for promoting the health, safety and security of themselves, customers and colleagues
- Role model for Equality, Diversity and Inclusiveness
- Subject to a relevant Disclosure check
- All Wise Group colleagues should exhibit environmental awareness and adhere to our ISO 14001 management framework
- Individuals are expected to behave in a manner that exhibits the Wise Group values of nurturing positive relationships, acting with integrity, driving growth and engaging through communication
- Ability to work flexibly to meet business needs
- A full driving licence is essential as is access to a vehicle as travelling is involved in this post