

JOB DESCRIPTION

JOB TITLE:	Stakeholder Engagement Advisor
DEPARTMENT:	Business Services Unit (BSU)
RESPONSIBLE TO:	Director – Working in Curriculum
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To act as an advisor to college departments on engagement with stakeholders. Including support with industry placements, work experience and other stakeholder events.

1. Main Tasks and Responsibilities

- To work with Heads of Department to deliver an employer work placement service for students who need support in securing a suitable industrial work placement opportunity related to their course.
- To work with Heads of Department to develop and maintain links with employers in all sectors to secure quality placement opportunities that meet the needs of all students participating in this activity.
- Drive proactive sales engagement with employers to secure meaningful placement opportunities that support college students.
- To engage and visit employers and other stakeholders to review placement opportunities to ensure appropriateness and to ensure employers understand the benefits and their responsibilities involved with offering placement opportunities.
- To work with Heads of Department and wider College stakeholders to deliver stakeholder engagement events. Such as knowledge exchange, Employers attendance to showcase and stakeholder presentations.
- To ensure all Health and Safety checks are scheduled, carried out and maintained by liaising with the appropriate staff responsible for this activity in accordance with contractual requirements.
- To deputise in the absence of the Senior Sector Engagement Advisor.

- To liaise with relevant staff across college to ensure agreed targets and reporting responsibilities associated with the objectives of the services are met.
- To plan and participate in the delivery of activities and events that promote placement opportunities to students and employers. (including outside of office hours)
- To update and maintain the electronic database of employers.
- Assist with the promotion of the service and current vacancies via internal and external literature.

2. General Duties

- Work to ensure implementation of the college's policies and procedures including Safeguarding/Equality and Diversity requirements.
- Participate in staff development activities
- Undertake such duties as may be required of you, commensurate with the post holder's grade and general level of responsibility at his/her initial place of work, or any other establishment for which the College