



Coventry City Council

## Job Description

<b>Job Title:</b>	Employer Link Officer - Skills	<b>Job Number:</b>	D2077D
<b>Service:</b>	Employment and Skills	<b>Grade:</b>	6
<b>Location:</b>	Job Shop		

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

1. To work with voluntary sector, public sector and private sector organisations to help link local unemployed people with local jobs. To actively network with partners and to build and maintain this partnership to support local people using the Job Shop.
2. To maximise the opportunities for local unemployed people to take-up local jobs.
3. To liaise on behalf of the City Council with nominated funded and supported employment initiatives.
4. To facilitate the Partnership Network. Design and implement the systems required following guidance from Management and Partnership Steering Groups, such as Data Protection/ Information Sharing Protocols.

### Main Duties and Responsibilities:

1. Work with employment initiatives in the City and the Job Shop to publicise efficiently and effectively local job vacancies to local unemployed and under employed people, particularly in the most disadvantaged neighbourhoods of the city.
2. Support the data capture needs of the Management, ensure audit trails are secure, ensure efficient monitoring, budgetary control and evaluation, and collect information for the Partnership Steering Group.
3. Lead for the City Council on supporting and developing the local partnerships with a range of local organisations helping both employers and job seekers to link successfully in filling local job vacancies. Co-ordinate the processes and systems to ensure the Strategic Partnership is fully operational.

4. To work with the Employer Engagement Team in identifying Council vacancies and job opportunities and in publicising these through the Partnership.
5. Act as Link and/or Project Officer for the City Council with nominated employment initiatives, and support and monitor the progress of grant-aided work, including ESF projects of all kinds.
6. Develop and implement new initiatives, with local authority colleagues and others, to promote employment and training opportunities, reduce poverty and to encourage unemployed people to play a more active role in the regeneration of the City.

#### Specific Tasks:

7. Act as the lead officer in the city's Strategic Job Shop Partnership, supporting organisations and strengthening relationships with other voluntary, community, public and private sector partners.
8. Work with the Employer Engagement Team to establish systems for City Council vacancies and other relevant job vacancies to be circulated quickly and effectively to partners.
9. Seeking out, with team colleagues and external partners, additional funding resources to develop the Partnership further and the employment strategy.
10. Act as project officer to specific grant funded initiatives. To support, monitor and evaluate the performance of the projects and advise the City Council on progress and possible developments.
11. Link with the key regeneration and employment initiatives in the City, especially in the priority areas, to maximise the joint work on assisting local unemployed people to overcome any barriers they may face in getting into work or relevant work-related training.

#### General Duties

12. Organise exhibitions, workshops, conferences and other events as required by the Partnership. Support the production of publicity and the making of administrative arrangements.
13. Advise and promote action on equal opportunities issues, particularly in relation to employment matters, which arise from the monitoring of the division's work.
14. Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:**

**Date Reviewed:**

**Updated:**



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## Person Specification

<b>Job Title:</b>	Employer Link Officer - Skills	<b>Job Number:</b>	D2077D
<b>Service:</b>	Employment and Skills	<b>Grade:</b>	6
<b>Location:</b>	Job Shop		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• A well developed understanding of the issues and barriers to accessing employment and training experienced by economically disadvantaged people and communities, especially young people, people from diverse ethnic and cultural origins, and people from disadvantaged backgrounds.</li></ul>
	<ul style="list-style-type: none"><li>• A knowledge of highly developed partnership working and the things that make such partnerships work.</li></ul>
	<ul style="list-style-type: none"><li>• A well-developed understanding of the powerlessness and economic circumstances suffered by unwaged people and other people in low income areas.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of the aims and activities of Regeneration Services and other organisations in the public and voluntary sectors working to assist people to overcome economic disadvantage and powerlessness.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of community-based jobs and employment initiatives, and of how to support and develop such initiatives.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of policies and initiatives designed to assist economically disadvantaged people become more competitive in the labour market, to tackle poverty and to reduce powerlessness in areas of high unemployment and low incomes.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• The skill to play a key a leading role in supporting and encouraging a range of partners who are focused on jobs and community economic development in areas of high unemployment and disadvantage.</li></ul>
	<ul style="list-style-type: none"><li>• The skill to work with a range of partners to achieve stated joint objectives efficiently and effectively.</li></ul>
	<ul style="list-style-type: none"><li>• The skill to set up and use effective monitoring and evaluation systems for employment projects and initiatives.</li></ul>
	<ul style="list-style-type: none"><li>• Skill to research and report on new trends and opportunities.</li></ul>
	<ul style="list-style-type: none"><li>• Well-developed skills in relating to unemployed people and community groups and in working with voluntary organisations whose aims are to improve the employment opportunities for disadvantaged people and reduce the effects of poverty in low income areas.</li></ul>



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	<ul style="list-style-type: none"> <li>Flexibility and resourcefulness, having an innovative approach to problem solving and developing appropriate solutions.</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to communicate at all levels both in writing and verbally.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work on own initiative and as part of a team.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to manage priorities, deliver work to a high professional standard and meet deadlines.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to use a database independently and web-based.</li> </ul>
	<ul style="list-style-type: none"> <li>Work in partnership with other agencies.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to undertake occasional evening meetings and weekend fairs as necessary.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Have direct experience in development, implementation and monitoring of projects to tackle unemployment and poverty either in the public or voluntary sectors.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience in being responsible for and administering budgets.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of working with groups of people in community, training and employment settings.</li> </ul>
	<ul style="list-style-type: none"> <li>The use of information technology to store, analyse and interpret data and information, preferably Microsoft Office applications.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>Educated to a level sufficient to undertake the tasks within this role</li> </ul>
	<ul style="list-style-type: none"> <li>Substantial relevant work experience, measured in relation to the skills and abilities required to perform the tasks of the post.</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>

<b>Special Requirements:</b>	
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**Date Reviewed:** August 2021

**Updated:**