

## Job Description

<b>Job Title:</b>	Principal Employment Officer	<b>Job Number:</b>	
		<b>Post Number:</b>	
<b>Service:</b>	Employment & Skills Wellbeing Service	<b>Grade:</b>	7
<b>Location:</b>	One Friargate or outreach locations		

### 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:

The Principal Employment Officer will co-ordinate the development of services which support people in economically disadvantaged groups to overcome barriers to work and become economically active. It is a role that will be linked closely to the needs of local people and will work closely with partners to oversee services and projects that meet the City's needs.

The approach will be developed in partnership and will focus on engaging and offering targeted support to those at greatest disadvantage in the labour market

### Main Duties and Responsibilities:

- 1 Operating and networking with partners, funders and employers
  - Establish and manage effective working practices with stakeholders, ensuring effective communication with all, in particular meeting the needs of funders.
  - Manage effective relationships with strategic partners and community groups.
  - Work with communities to motivate and encourage participation in relevant projects and services.
  - Oversee the organisation of events to meet stakeholder need and project outcomes.
  - Evaluate the appropriateness of services and projects.
  - Establish the needs and requirements of stakeholders and ensure services / projects meet expectations.
  - Manage relationships formally (Steering Groups, Project Reports etc) and informally, with partners and funders.
2. Manage the delivery of employment programmes and services:
  - Work with other officers and partners to plan an engagement strategy to plan activity to meet key priorities and funding commitments.
  - Manage project / service performance and ensure that agreed outcomes are delivered within budget, reporting any risk factors to Management.
  - Resolve day to day issues with partners to facilitate the projects.
  - Develop and link with existing initiatives to encourage employers to employ local people.

- Explore and implement ways of ensuring that local people have access to other projects and services, including training pre and post-employment.

### 3. Management of People

- Take responsibility for project teams; their recruitment, personal development and management of individuals. Motivate, deploy and guide the team to provide a flexible and effective service, which achieves the required outcomes.
- Manage and develop a team of people drawn from City Council as appropriate to project being undertaken
- Manage external partners, as appropriate to projects being undertaken.

### 4. Financial and Project Management

- Plan and manage budgets in accordance with the City Councils policies and procedures and external funding criteria.
- Identify and manage additional funding, including European structural funds, to further develop the work of the employment strategy.
- Develop new projects to access funding streams to further the work of the employment strategy.
- Monitoring and evaluating the performance of the main activities of the project/service by working with the partners and the communities of interest to identify and analyse the results of our work.
- Develop project management processes that enable the costs, outcomes and outputs of the project to be regularly reported to the partners and City Council, both verbally and in writing.
- Negotiate with businesses, partners and funding agencies to ensure the project can evolve within itself and as a model for future initiatives.

### 5. Policy Development

- Work with partners to develop local jobs policy and actions to reflect the needs of the City.
- Write briefings on policy development for management in CDD and elected members when required.
- Note the changes in employment needs and employment support and develop policies and actions to ensure we can meet demands of individuals, communities of interest and partners.

### 6. Promotion

- Establish and maintain partnership branding and a consistent marketing campaign
- Promote the achievements and best practice of the employment programme to partners and agencies in Coventry.

### 7. Information Technology and Quality Assurance

- Develop and maintain a management information system to record the main outcomes and use information technology to pursue the key duties of the post.
- Develop and work within established quality procedures.
- Forecast and monitor client flow by gender, ethnicity and other target group adjusting where appropriate
- Ensure qualities are monitored within the programme.

### 8. Equal Opportunities

- Introduce programmes and policies for the community that develop and further the Equality, Diversity and Inclusion Opportunities Policy of the City Council in the provision of services.

#### 9. Other Tasks

- Take part in, lead or undertake personally, specific economic development projects, as directed by the supervising officers.

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

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 Equality, Diversity and Inclusion Policy.

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

**Responsible for:** Employment Advisors, Job Coaches & Link Workers as directed

**Responsible to:** Employment Project Manager or Business Development Manager

**Date Reviewed:** July 2018

**Updated:**

## Person Specification

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<b>Location:</b>	One Friargate or outreach locations		

Area	Description
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<b>Knowledge:</b>	• Of local community organisations and the role they can play
	• Best practice in project management, principally in relation to monitoring and evaluation
	• The role of key agencies such as local authorities, Job Centre plus, further education and community organisations in local regeneration initiatives and strategies
	• Local labour market issues.

<b>Skills and Abilities:</b>	• Good written communication relating to the writing of reports, project proposals, promotional material for a wide variety of audiences and sectors.
	• Able to develop bids for future finance whilst involving a wide range of partners
	• Strong interpersonal communications relating to negotiation, promotional activity, working sensitively with a wide variety of partners
	• Able to engage with a wide variety of individuals and organisations at all levels.
	• Ability to analyse reports and monitor performance against forecasts
	• Conduct investigations and produce briefing notes and reports into issues having significant impact on the local labour market and communities
	• Achieve goals and milestones to agreed deadlines.
	• Able to work flexibly in a team structure and to work occasional evenings and weekends.
	• Work in partnership with other agencies for the benefit of the City.
	• Able to lead on projects with external partners, fostering equality, diversity and inclusion of opportunities in service delivery.

<b>Experience:</b>	• Previous work demonstrating responsibility for the identified key tasks of the post
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	<ul style="list-style-type: none"> <li>Working on significant community regeneration projects that have been innovative in nature</li> </ul>
	<ul style="list-style-type: none"> <li>Managing people and projects</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 degree level in a relevant social science with at least three years' experience in a regeneration setting. The candidate would be expected to demonstrate competence in the following topics: survey and statistical work; data analysis; report writing and dissemination. The level of competence would be that acquired by a graduate or equivalent who has studied these topics. However, candidates could also demonstrate competence through an appropriate professional qualification or substantial relevant work experience. The latter would need to be sufficient to counterbalance the lack of the required educational attainment</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>Demonstration of a commitment to implement <b>Equality, Diversity and Inclusion opportunities</b></li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work with all service users in line with the City Council's Equality, Diversity and Inclusion Policy</li> </ul>

**Date Reviewed:** July 2018

**Updated:**