

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title:	Pre-employment Co-ordinator
Reports to:	Head of Skills and Employment
Department:	Families, Children and Learning
Section:	Education and Skills
Date written:	March 2020

Purpose of the Job

To develop and implement the Supported Placement Programme and Pre-Employment Policy across the council in order increase the number of opportunities (Traineeships, Kickstarts, T Levels, work experience, experience of the world of work, supported internships, paid placements) offered by council teams and improve access to opportunities for specific priority groups (Looked after children, care leavers, young people with SEND, young people at risk of being NEET, clients supported by the Supported Employment Team, other protected groups who are under-represented in the council workforce).

Principal Accountabilities

1. Develop and manage Kickstart placement opportunities across directorates, working collaboratively with DWP and Gateway organisations.
2. Develop and manage the council's pre-employment offer, operational processes and procedures including the identification, development and management of opportunities in order to increase the number of pre-employment openings offered.
3. Implement and embed the Supported Placement Programme across the council; manage and fully utilise the allocated budget. Ensure compliance with the established processes (pre-and post-recruitment) in order to maintain the integrity and quality of the programme and enable learning outcomes to be successfully monitored and delivered.
4. Create systems and processes to monitor budget and incentive payments though Paid Placements, Traineeships and Kickstart programmes.
5. Create, publish, promote and maintain internal and external webpage content relating to the Pre-employment Policy and Supported Placement Programme ensuring it is accessible on the intranet and public facing website. Develop case studies to showcase engagement opportunities and

demonstrate best practice in order to convey the council's commitment to supporting equality and diversity of opportunity.

6. Provide training, information, advice and guidance, to managers and teams to increase awareness and understanding of the Pre-employment Policy and the Supported Placement Programme to increase participation and create and maintain opportunities.
7. Pro-actively work with schools, colleges, individuals, providers and other organisations that are seeking pre-employment opportunities within the council; provide a brokerage service connecting external enquiries with council teams to maximise opportunities.
8. Develop and implement monitoring mechanisms to capture and record data which demonstrates that the programmes are effective, supporting the priority groups identified, and delivering individual and organisational benefits. For example, pre-and post-participation survey.
9. Contribute to agenda planning and represent the council at the Secondary School and Further Education Career Leader Network, embedding the councils' pre-employment policy within the local offer in order to support young people to develop employability skills and experience the world of work.
10. Liaise with the Employment Services, Virtual School and DWP to ensure they are accessing opportunities for their clients.
11. Develop and report on the annual pre-employment survey launched in 2020, which captures engagement and local intelligence, including barriers to team participation.
12. Work with HR to ensure the programmes are continuing to contribute to the corporate priorities and the Fair and Inclusive Action Plan.

General Accountabilities

To co-operate in the implementation of the council Health and Safety policy, In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Reports to:	Head of Skills and Employment
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Section:	Education and Skills

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Associate or graduate Member of the Chartered Institute of Personnel and Development/equivalent relevant qualification or• ability to demonstrate equivalent level of competence gained through experience working with priority groups identified.• Awareness and understanding of the pre-employment landscape and the barriers facing the economically and socially dis-advantaged.• Understanding of the benefits of a diverse workforce and ability to communicate this appropriately to a range of audiences.• School and college requirements in relation to careers, employability and the Gatsby Benchmarks• Awareness of the Supported Employment Model
Experience	Experience of: <ul style="list-style-type: none">• Policy development and implementation• Stakeholder and relationship management• Reviewing and analysing information, writing policy, communications and reports to highlight issues and areas for action.• Experience of developing and maintaining monitoring systems, processes, and procedures• Deliver presentations and training
Skills and Abilities	Good and proven: <ul style="list-style-type: none">• Excellent oral, written and influencing skills• Ability to build and maintain effective working relationships with colleagues and external partners• Organisational skills with the ability to work independently and manage multiple demands on time• Ability to utilise project management methodology• Presentation skills and the ability to develop and deliver workshops/briefings• Good IT skills including the ability to use Microsoft office
Equalities	<ul style="list-style-type: none">• To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.