ROLE DESCRIPTION

Job Title	Employment Officer x 2 – Construction
Salary Band	SCP 27-32
Reporting to	Joe Keegan (Team Leader)
Directorate	Investment and Delivery Directorate
Service Area and sub area	Delivery – Employer Brokerage Service
Team	Employer Brokerage
Political Restriction	No

1. Primary Purpose of the Post

Liverpool City Region Combined Authority have received Grant funding from Jobcentre Plus to work with unemployed people seeking to get into Construction roles and with employers to understand what their needs are. Located within the Investment & Delivery Directorate – Employer Brokerage Service, working closely with the Skills Brokers and relevant teams in each Council plus local Jobcentre Plus teams, the post holder will help people into construction roles and work with employers to understand their current and forthcoming needs. They will engage with residents and employers, ensuring alignment with other employment and skills programmes to maximise the impact of resources. Through focussed and coordinated activity, the programme will align with existing employer engagement teams' work and networks, maximising local relationships, avoiding duplication and maximising impact within each of our LAs to the benefit of residents and employers.

2. Your responsibilities

The Combined Authority is seeking an enthusiastic, professional business facing individual to:

- Delivering virtual awareness sessions around what it is like to work in the Construction sector for people made redundant from declining sectors (retail, hospitality, manufacturing)
- Registering and holding a caseload of customers interested in that growth sector
- Identifying customer transferable skills from previous role,
- Identifying skills gaps for each customer based on sector knowledge
- Link with employers with vacancies to understand skills required
- Design bespoke routeways based on employer needs
- Link with ASF providers to design bespoke routeways and refer customers
- Working with providers to design and deliver training not currently available through ASF
- Linking with Jobcentre Plus who will procure skills training "Skills Boost" using FSF bulk buy process based on specific customer and employer needs

- Intensive matching and job brokerage to employers in that sector once skills training is complete for those unsuccessful after training
- Engage with Skills Brokers, Council teams and Jobcentre Plus Work Coaches and Partnership Managers to identify current provision and gaps, and work to address these.

3. General Corporate Responsibilities

- To promote and implement the Combined Authority's Equal Opportunities Policy in all aspects of employment and service delivery.
- To ensure all Combined Authority Standing Orders and Financial Procedure Rules are upheld, both personally and within the Directorate.
- To ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by all areas of the Combined Authority by challenging existing practices, setting targets for improvement and intervening as necessary.
- In collaboration with public, voluntary and private sector partners drive the Combined Authority's agenda for excellent customer service
- To have an awareness of and comply with the Combined Authority's policies and procedures
- To fulfil any other duties commensurate as reasonably directed
- To commit to continuous professional development as appropriate.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Competency Based Interview
Assessment

Key words:
Terms candidates may search to find this job online

Construction, Skills development, Employment Support, Employment Officer

LIVERPOOL CITY REGION COMBINED AUTHORITY

METRO MAYOR LIVERPOOL CITY REGION

PERSON SPECIFICATION

Job Title: Employment Officer – Construction

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
1. Qualified to Level 3 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable).	**D**	**A/I**
2. Evidence and commitment to continuous personal and professional development.	**D**	**A/I**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
3. Excellent knowledge and understanding of apprenticeships and other education and skills programmes*.	**E**	**A/I**
4. An understanding of the needs and issues facing Construction employers	**D**	**A/I**
5. Good working knowledge of local and national skills and employment provision	**D**	**A/I**
6. Experience of delivering employment and skills related advice, guidance and support programmes for employers.	**E**	**A/I**
7. Energy and ability to work accurately and deliver high standards of work to tight deadlines.	**D**	**A/I**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
8. Excellent interpersonal skills to be able to work well with colleagues and participants*.	**E**	**A/I**
9. Able to work on your own initiative and have effective time management skills.	**D**	**A/I**
10. Evidence of quality, time management and organisational skills	**D**	**A/I**
11. Ability to interpret data and make recommendations for action.	**D**	**A/I**

12. Being able to maintain accurate records and information.	**D**	**A/I**

Personal Attributes	**E = Essential D = Desirable**	**Identified By**
Self-motivated and able to manage own workload.	**D**	**A/I**

Core Behavioural Competencies	**E = Essential D = Desirable**	**Identified By**
Ability to work well as part of a team	**D**	**A/I**
Able to work independently in order to deliver against targeted outcomes.	**D**	**A/I**

Key to Assessment Methods:
**Please specify for each criterion, column to be removed for external posting.*

A - Application
I – Interview