



JOB DESCRIPTION & PERSON SPECIFICATION

Group:	CHIEF EXECUTIVE'S
Division:	Human Resources
Section:	Organisational Development
Sub Section:	People Development Team
Post Title:	Employment, Education & Training Coordinator - Apprenticeship/Graduates
Vision Post Number:	15398
Grade:	GR 10 - £31,371
Responsible to:	Employment, Education & Training Team Manager
Posts Reporting to this Post:	EET Apprentice
Team:	Employment, Education & Training Team
DBS Required Level:	Enhanced
Location:	Ty Elai, Williamstown
Date of Description:	November 2019

KEY OBJECTIVES

The Employment, Education & Training Co-ordinator will assist the Employment, Education & Training Team Manager in the effective management, co-ordination and development of the Councils Apprenticeship & Graduate Scheme.

KEY RESPONSIBILITIES

To act as the point of contact and liaison coordinator for Apprentices/Graduate Officers and Service Managers.



To support the EET manager with the recruitment and selection process of Apprentices & Graduate Officers.

Use management information systems to monitor Apprentices & Graduate Officers performance against ILP and take appropriate action where required.

Undertake the planning, co-ordination and evaluation of events including Induction, Career Fairs and Celebration Events.

Line management responsibility for the EET Apprentice.

SPECIFIC RESPONSIBILITY

Conduct regular reviews with Apprentices, Graduate Officers and Service Managers to monitor progress against ILP.

Research training opportunities and attend regular meetings with College/Training Providers to ensure all Apprentices and Graduate Officers are on track to achieve qualification framework.

Assist in the marketing, recruitment and selection of candidates for both Apprenticeship & Graduate Scheme.

Act as a central point of contact within the Council for co-ordination and monitoring of Apprentices and Graduate Officers.

Ensure any processes and policies are adhered to for all Apprentices & Graduate Officers.

Contribute to and adhere to robust procedures for tracking and monitoring placements.

Setting up and maintaining effective and up to date information databases

Offer one to one support to both Apprentices and Graduate Officers.

Support service managers in the delivery of the programmes.

Compilation of key information/up dates, produce management information and reports as required

Assist in general administration tasks to support the wider organisational development team

To maintain an interest in, and develop a good working knowledge of relevant legislation, policy and practice issues affecting Apprenticeships & Graduates.



Post is subject to an enhanced Disclosure and Barring Service Check

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>An understanding of the funding/policies available from Welsh Government for Apprenticeships & Graduates.</p> <p>Knowledge of employment opportunities available, both within the Council and the wider community</p> <p>Thorough understanding of qualification and curriculum frameworks available through Welsh Government funding.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Project management qualification</p> <p>Mentoring/Coaching Qualification</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Proven experience of working with employers and training agencies and /or providers</p> <p>Proven experience of identifying individuals learning and development needs</p> <p>Supervisory/management experience</p> <p>Experience of planning, co-ordination and evaluation of events and / or exhibitions</p> <p>Experience of working with a range of Microsoft packages including Word, Access and Excel</p>	<p>Experience of working in the public sector</p> <p>Assessment of the development needs of young people in the field of employment</p> <p>Experience of programme and / or event marketing</p>
COMPETENCIES		

Working in Partnerships and Teams	Builds lasting, positive & supportive relationships with a wide variety of people.
Communicates Effectively	Communicates clearly and concisely.
Managing Resources	Plans well in advance to meet deadlines.
Achieving Results	Anticipates potential problems and resolves them early.
Focusing on Service Users	Sets clear and realistic expectations for customers
Creating and Responding to Change	Contributes ideas to better manage systems, processes or practices.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	The successful applicant will be subject to an enhanced Disclosure and Barring Service check.