

Job Profile

Position Details	
Post	Employment Advisor - Apprenticeships
Service Area	Economic Development and Regeneration
Reports to	Haringey Works Delivery Team Manager
Grade	P02
Job Family	To be completed by HR

Role Purpose
<p>To provide tailored advice, support and guidance which enables and empowers local Haringey residents to identify and secure high-quality apprenticeship opportunities across a range of sectors and with a range of employers.</p> <p>To do this role effectively you will be required to identify and create a caseload of interested residents seeking apprenticeship positions, proactively link in with employers and local partners to identify live vacancies and provide support to local, Haringey-based employers who may be interested in creating new apprenticeship opportunities.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To be part of Haringey Council's wider employment support service, Haringey Works, supporting more of the borough's residents take positive action to ultimately move into meaningful employment generally and specifically, for this role, into apprenticeships. 2. To proactively build up and maintain an active caseload of local residents interested in securing apprenticeship opportunities. You will do this by working with colleagues within the service, across the Council and in relevant external partners. 3. To provide one-to-one, tailored support to residents on your caseload, supporting their progress into apprenticeships through an active action plan. 4. To deliver ongoing in-work support to clients, and employers where necessary. 5. To proactively engage with employers across the borough and London to create and broker apprenticeship opportunities for local residents. 6. To identify and work with large-scale employers to open their apprenticeship vacancies to Haringey residents. This may include, for example, hosting information session specifically designed for Haringey residents or negotiating a more accessible recruitment process.

7. To work closely with senior officers in the immediate team who will be taking a strategic lead on the apprenticeship agenda, providing advice and support as required and taking instructions from, as appropriate.
8. To work closely with other employment and skills agencies and providers operating in the borough, particularly in identifying residents suitable for apprenticeship opportunities.
9. To work closely with other Haringey Works colleagues to provide apprenticeship focused advice and support. In particular, work closely with Construction Employment Advisor to ensure collaborative approach to supporting residents access construction industry related apprenticeship opportunities.
10. To be target driven, achieving challenging but achievable individual and service-wide targets and related KPIs. In doing this, always maintaining a resident-first attitude whilst creating a culture of collaboration and collegiate working, supporting team members as appropriate.
11. To actively contribute to the Borough Plan target of number of residents securing apprenticeships. You will do this through your direct contribution of the number of residents starting an apprenticeship but also by ensuring data is coordinated and collated from a number of other contributing services and partners.
12. To work with partners including Jobcentre Plus and local schools to raise awareness of the benefits and value of apprenticeships to young people, parents/guardian and educational professionals.
13. To lead and/or actively contribute to relevant apprenticeship awareness events including careers fair.
14. To contribute to the reduction of the overall unemployment rate within the borough and more specifically amongst priority groups.
15. To contribute to discussion, paper and reports and meetings on apprenticeship as appropriate.
16. To be aware of and keep abreast of legislation and regional/national policies in relation to apprenticeships.
17. To represent Haringey Council at external partnership meetings as appropriate.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<u>Abilities/Experiences</u>	
A proven track record of meeting and exceeding set targets within an appropriate/related context (this can include apprenticeship or job brokerage context and/or other social inclusion services with a case management approach to delivery).	Essential
Experience of designing and delivering employer engagement and/or apprenticeship brokerage activities.	Desirable
Experience of providing in-depth job brokerage and/or careers education, information, advice and guidance in a work-focused environment.	Desirable
Experience of partnership working and influencing multi agency approaches to project delivery.	Essential
Experience of arranging and running events, including sourcing speakers, co-ordinating publicity, agreeing responsibilities, and communication with attendees.	Essential
Experience of working on own initiative to deliver results.	Essential
Experience of working with under-represented groups.	Essential
Experience of developing and delivering employer/sector led employment activity to support the recruitment of local people into apprenticeships within, or in partnership with public, private and third sector providers.	Desirable
Experience in Youth Services, Connexions or a Careers Education, Information, Advice & Guidance environment.	Desirable
Experience of starting a new project on own and delivering it successfully.	Essential
<u>Qualifications</u>	Desirable
Educated to degree level or equivalent or the ability to demonstrate similar level of intellectual and creative ability.	Essential
<u>Knowledge/Skills</u>	
Knowledge of the UK apprenticeship system, including sector specific initiatives, and a clear understanding of the national policy context for apprenticeships.	Essential
Ability to be flexible and respond positively in a dynamic working environment	Essential
Knowledge of the key benefits of apprenticeships and the typical barriers when trying to promote them to key stakeholders such as employers, young people, schools and FE institutions.	Essential

Knowledge of Section 106 agreements and how they can contribute to the creation of apprenticeships.	Desirable
<u>Technical/Work-based Skills</u>	
Advanced knowledge of office skills and use of common IT systems including MS Word and MS Excel.	Essential
Ability to deliver presentations clearly and concisely, conveying complex messages to a wide variety of audiences.	Essential
Web input and editing skills and ability to learn new packages, to include external web services (e.g. Eventbrite)(Desirable
<u>General Skills/Attributes</u>	
Being a self-starter and able to work independently.	Essential
Ability to build strong strategic relationships with various stakeholders to ensure mutual benefit.	Essential
Excellent customer service skills, always putting residents and the employers first.	Essential
A proven ability to deal with a varied and complex workload, including the ability to organise own workload, prioritising a variety of tasks while working under pressure and to strict deadlines.	Essential
Attention to detail so that to ensure relationships with organisations and individual applicants receive individual service.	Essential
Good at using own initiative and problem solving.	Essential
Good analytical skills.	Essential
Excellent written and verbal communication skills.	Essential
Friendly, pleasant telephone manner	Essential
Excellent time management and organisational skills	Essential
High regard for confidentiality and security	Essential
Positive, can-do approach	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p>Internal – Haringey Works Delivery Manager, Haringey Works team, Socio-Economic Team, Head of Service, Young People and Children’s Service, Regeneration Team.</p> <p>External – Haringey Education Partnership, DWP, CONEL, Homes for Haringey, VSC, London Councils, Central London Forward, Employers</p> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Please note: This is an interim org chart. A restructure is due.

Organisational Structure
<pre> graph TD H[Head of Socio Economic Regen] --> DM[Delivery Manager - Haringey Works] H --> ESPSM[Employment and Skills Policy and Strategy Manager] H --> SEM[Socio Economic Regen Manager] H --> TCM[T'Ham Charter Manager] DM --> EA4[Employment Advisor (x4)] DM --> EAFP[Employment Advisor - funded projects] DM --> EN2[Employment Navigators (x2)] DM --> EEN[ERO Employment Navigator] DM --> AA[Apprenticeships Advisor] ESPSM --- EA4 </pre>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	Yes	
Walking more than a mile.	Yes		Manual handling.	No	
Working alone or in isolation.	Yes		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	Yes		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: