**Job Profile Information: Employment and Training Officer**

**This supplementary information for Employment and Training Officer is for guidance and must be used in conjunction with the Job Capsule for Employment and Training Officer**

**Job Level 3 Zone 2 Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To assist local people to access training and employment opportunities with local employers. The focus of the role will be employer and candidate facing work. This will involve working with a wide range of employers to create opportunities for local residents. The role will also involve supporting candidates to access and sustain training and employment.

The post will involve working with Council departments, local companies, agencies and contractors working in Camden. The work will be across all sectors, with a focus on generating opportunities in Camden’s priority sectors (which include construction, professional services, creative & digital media and hospitality).

**Example outcomes or objectives that this role will deliver:**

The role will primarily focus on creating and filling apprenticeships, but may also include jobs without training, work experience placements and pre-work training courses

**People Management Responsibilities:**

*None*

**Relationships:**

Significant working relationships include:

To build good working relationships with stakeholders (e.g. other local authorities, Job Centre Plus, Connexions, employers, local providers and referral agencies) in order to get service users into training opportunities and sustainable employment. To make strategic and operational links with all relevant agencies and providers in Camden and across London where appropriate in order to help Camden residents gain access opportunities and continually improve the service.

To ensure all HR paperwork is completed and processed for internal apprentice starts, and apprentices understand their work commitments to enable apprentices start in role within Camden Council or with other employers.

**Work Environment:**

The post holder must be have a flexible approach to work

The post holder will have to meet a number of reporting deadlines on a monthly and quarterly basis

The post holder must have effective monitoring systems in place to meet the particular funders requirements.

The post holder may be required to work the occasional evening and weekend

**Technical Knowledge and Experience:**

|  |
| --- |
| Demonstrable knowledge and understanding of employment recruitment practices and or training provision |
| Demonstrable understanding of the importance of tailoring vocational and pre-employment training to the needs of candidates and employers so local residents have the relevant skills demanded by industry. |
| Knowledge of key stakeholders in supporting vulnerable young people and high achievers nationally, locally and regionally and an understanding of the key policies/strategies impacting on their ability to complete training and apprenticeships. |
| Ability to work with employers in addressing their recruitment needs through training and support  Ability to manage and successfully deliver against a large and busy workload by prioritising, working efficiently and effectively, communicating with managers and keeping track of various commitments and deadlines. |
| Ability to offer careers counselling to job seekers, advising on best routes to employment and training, when required. |
| Ability to support new entrants through transition period from unemployment to employment |
| Ability to tailor style as appropriate to engage employers, young people and providers. |
| Ability to attend occasional evening and weekend meetings as necessary  Experience in the delivery of training, advice/guidance  Experience of working with employers, to identify their recruitment needs, negotiate training & employment opportunities and develop programmes to encourage employment sustainability.  Experience in dealing with local residents facing or at risk of exclusion from the labour market or training provision.  Experience of promoting and maintaining productive relations with a variety of individuals and organisations such as the community, contractors, partner agencies, other departments, voluntary groups and the private sector to ensure the effective implementation of projects or training. |

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**