**Job Profile Information: Employment Project Officer**

**This supplementary information for Employment Project Officer is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 1 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:**

The post holder will be required to use their initiative to complete tasks, including guiding and supporting team members in need of assistance. The role is based in a busy training centre environment and the Employment project Officer will need the capacity to manage their workload whilst providing a responsive service to callers, staff and trainees. The post holder will be required to develop and implement a range of systems and procedures solutions in support of the effective operation of KXCSC.

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

* Managing the Kings Cross construction administration and finance services including coordinating reception services and booking systems for meetings, training programmes and advice sessions, ensuring that the office equipment, building and training facilities are fully functioning, liaising with maintenance, service contractors and suppliers as appropriate.
* To take full responsibility for the day to day management and reporting of the operational outputs performance and monitoring for key funders.
* To lead on the organisation and scheduling of training and certification programmes delivered at KXCSC e.g Construction skills certification scheme sessions.
* To work with other council finance officers to ensure that the requirements of Camden’s financial regulations are met.

To take the lead in ensuring that documentation used is fully compliant with service and funding requirements and that all data required is entered onto the MIS in compliant.

* To ensure that high quality monitoring information is submitted to set deadlines by the KXCSC team and associated programme partners. The post holder will be responsible for advising the KXCSC team and associated programme partners on how monitoring systems can be enhanced to better meet the need for high quality, accurate and timely information.
* To purchase goods/services on behalf of KXCSC within authorised limits on expenditure and overall monthly expenditure, submit monthly purchase logs, receipts/remittances, statements of accounts and any related documentation to the finance officer in a timely manner and in accordance with procedures.

**People Management Responsibilities:**

To manage the administration apprentice setting goals and targets, reviewing performance and developing a training plan to suit their individual needs.

To lead in the management and supervision of the apprentice administrator, including setting tasks milestones and reviewing performance

**Relationships;**

The post holder will be required to use their initiative to complete tasks, including guiding and supporting team members in need of assistance. The role is based in a busy training centre environment and the Employment Support Officer will need the capacity to manage their workload whilst providing a responsive service to callers, staff and trainees. The post holder will be required to develop and implement a range of systems and procedures solutions in support of the effective operation of KXCSC.

The post holder will be required to liaise with various teams and partner agencies and coordinate front line reception and customer services at KXCSC. Key contacts are likely to include:

* Trainees, job seekers and residents
* Council officers
* Partner agencies such as training providers and referral agencies
* Construction industry employers
* Local businesses
* External providers of goods and services.

These relationships and interactions will require excellent interpersonal skills and at times tact and sensitivity.

Administrative functions will be carried out within clearly defined rules and procedures, however the post holder will be expected to work under their own initiative and with limited supervision.

**Work Environment:**

The post holder is required to work flexibly, adjusting their own and others’ workloads to meet individual work targets and the priority demands of the team. The post holder will be based in the KXCSC dealing with members of the public, construction industry

businesses and partner agencies.

The Employment Project Officer will work with staff across various teams and functions within KXCSC to support the delivery of services. The post holder will work as part of the KXCSC team which will require knowledge of specific administrative processes and Information advice and guidance to support the work of KXCSC e.g. management information required by funders. They will also require an understanding of the services available to support trainees and jobseekers, and some understanding of the needs of construction industry employers.

The Employment support officer will have a case load of Camden residents providing them with specialist construction related information advice and guidance. The post holder will mainly be based in an office environment but will attend off site meetings, events and seminars. The post holder may be required to attend evening meetings or other out-of-hours events on occasion; reasonable notice will be given.

**Technical Knowledge and Experience:**

* Knowledge of financial and budgetary monitoring systems
* Knowledge of funding programme management and monitoring processes and procedures.
* Knowledge and understanding of equal opportunities and diversity issues
* Detailed knowledge of the barriers that people face in relation to employment including knowledge of employment practices and unemployment benefit legislation.
* Demonstrable knowledge and understanding of employer need for work ready staff and the issues facing new recruits when entering the labour market after a period of unemployment.
* Good understanding of administrative systems and procedures including monitoring, financial and management information systems.
* Detailed knowledge of the construction industry including the varying career opportunities that are available.
* Detailed and up-to-date knowledge of Job search and motivational skills programmes
* Demonstrable knowledge and understanding of employment recruitment practices and or training provision
* Detailed knowledge of the barriers that people face in relation to employment including knowledge of employment practices and unemployment benefit legislation.
* Ability to use information technology specifically word processing skills, EXCEL and email

**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:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**

Employment Services Delivery Manager

(PO7)

Employment co-ordinator

(P04)

Employment

Advisor

(P02)

Employment Advisor

(P02)

Construction Contracts Manager

 (PO4)

Project Support Officer Level 3 zone 1

Business Admin Apprentice