

## **Job Profile - Employment and Training Officer**

**Job Title:** Employment and Training Officer

**Job Grade:** Level 3 Zone 2

**Salary Range:** £36,984 - £42,526

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the role**

In this role you will need 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).

### **About you**

You will be required to demonstrate knowledge and understanding of employment recruitment practices and or training provision

The ideal candidate will be able to demonstrate understanding of the importance of tailoring vocational and pre-employment training to the needs of candidates demanded by industry.

You will have 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.

You will have the 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.

The ideal candidate will have the ability to offer careers counselling to job seekers, advising on best routes to employment and training, when required.

You will need to demonstrate the ability to support new entrants through transition period from unemployment to employment

Ability to attend occasional evening and weekend meetings as necessary

The ideal candidate will be able to demonstrate experience in the delivery of training, advice/guidance

You will need to have experience of working with employers, to identify their recruitment needs, negotiate training & employment opportunities and develop programmes to encourage employment sustainability.

You will need to have experience in dealing with local residents facing or at risk of exclusion from the labour market or training provision.

You will need to have 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.

#### **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

#### **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.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,