

JOB DESCRIPTION

Post:	Industry Engagement Consultant - Construction Industry Exchange and Placements
Responsible to:	Industry Engagement Manager
Salary:	30 hours per week Scale 7 £31,906 pro rata/£25,869 per annum 1 Year Fixed Term
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	Industry Engagement Consultants are responsible for connecting Truro and Penwith College with Cornwall's thriving network of businesses and industries; developing new relationships, managing existing business partnerships and acting as the key point of contact for bespoke training, apprenticeships and employer engagement activities to support business and student success, including the facilitation of work placements, industry talks and networking events. This post will be responsible for co-ordinating and delivering the Construction Teacher Industry Exchange and Construction Skills Package Industry Placement (CSP IP) programmes for Truro and Penwith College, which are funded by the Department for Education and managed by Cornwall Council.

Specific Duties:

Champion Truro and Penwith College as the College of choice for local businesses and industry stakeholders across Cornwall.

Cultivate and maintain strong relationships with local Construction businesses and organisations to increase placement opportunities and strengthen links between the Faculty and industry.

Industry Immersion: Coordinate opportunities for Construction Lecturers, Training Advisers and Technicians to spend time in industry and keep their knowledge and skills current.

Industry Engagement: Arrange and coordinate industry engagement activities for Construction students; including employer talks, site visits, guest speakers, industry projects and enrichment activities.

Work Placements: Support students to secure meaningful work placements, working with employers, students and curriculum teams to ensure that Level 2 students achieve the required minimum of 15 days.

T-Levels: Support with the identification and implementation of mandatory work placements for the students undertaking the T-Level in Design, Surveying and Planning, including the facilitation of compliant reviews with students and employers, conducting regular site visits to ensure the safety and the suitability of placement environments, monitoring of progress and addressing any issues that may arise.

Provide guidance and support to students in preparing for and securing work placements.

Drive awareness and spearhead the strategic growth of our adult education courses and curriculum, ensuring they align with the evolving needs of employers, including Skills Bootcamps for Construction.

Conduct Training Needs Analyses to identify clients' training requirements, working closely with employers to understand workforce needs and customise work placement and training solutions.

Strategically plan and prioritise external engagement and client interactions to achieve business goals while maximising performance and profitability.

Work alongside local businesses to implement bespoke training programmes that are delivered in partnership with Truro & Penwith College.

Monitor the progress and performance of students during their work placements,

Collect feedback from students and employers to assess the effectiveness of the placement programme.

Hold regular meetings with programme team leads to review ongoing projects, identify future opportunities, address challenges, and ensure alignment with overall business objectives.

Conduct and keep up to date Health & Safety assessments across a portfolio of local employers.

Generate reports on placement outcomes, successes, and challenges on an agreed periodic basis.

Maintain and update appropriate records, including CRM, monthly/quarterly monitoring reports, employer feedback, and all Navigate recording systems, to effectively manage client engagement, student progress, and work placement-related activities, including the compliant recording of work placement activities through the Individual Learning Record.

Undertake direct promotional activities to employers through visits, cold calling, and telesales, including cross-promotion of all college provision.

Work closely with the Marketing department to maximise PR and marketing opportunities.

Maintain extensive knowledge and commercial awareness of the marketplace, including competitor activity.

Use labour market information to analyse and understand Cornish industries, providing valuable insights to inform and enhance curriculum development.

Attend internal and external careers and skills events relevant to the programme area.

General Responsibilities

The postholder will:

- Comply with all College policies, including safeguarding, Prevent, health and safety, and data protection
- Actively promote safeguarding and the welfare of children and vulnerable adults
- Promote equality, diversity and inclusion in all aspects of the role
- Engage in continuous professional development, including subject and industry updating
- Contribute to College-wide initiatives, projects and continuous improvement activity
- Maintain high standards of professional conduct at all times
- Undertake other duties commensurate with the role

PERSON SPECIFICATION

Industry Engagement Consultant – Construction Industry Exchange and Placements

Ideally, the person appointed will have the following skills and experience:

Essential:

Exceptional customer service skills with the ability to create partnerships and build relationships between the organisation and customers by responding to their needs in a timely manner.

Strong communicator (written, oral and presentation skills), within technical, commercial and educational environments, with good analytical, diagnostic and problem-solving skills.

Strong proficiency in MS Excel, Outlook, and Word is essential, and candidates may be required to demonstrate their skills as part of the selection process.

Knowledge and understanding of business support services, with a strong awareness of Cornwall's Construction industry.

Passion for learning and development.

Well-organised, flexible, and ability to multi-task whilst working to strict deadlines.

Passion for excellent execution and attention to detail.

Results oriented and solution focussed.

Takes ownership of own personal performance.

Ability to persuade and influence with good negotiation skills.

Strong relationship builder, amiable and confident.

Motivated self-starter who can research leads and targets them.

Ability to plan, organise and work under pressure.

Self-motivated and personable – capable of working both as a team player and independently.

Willing to travel throughout Cornwall, with access to own transport and a full clean driving license.

Willingness to work in a client-centred way, e.g., time, venue.

Ability to create and maintain effective records and systems.

Understanding of current funding streams in education and training including Apprenticeships, Adult Skills Fund qualifications, Skills Bootcamps and T-Levels.

Experience in the use of databases, student records systems, placement management systems and Virtual Learning Environments.

One or more of the following qualifications: Level 4 Advice and Guidance; Level 3 Coaching; Level 4 Diploma in Career Information and Advice, L3 Health and Safety

Desirable:

Experience of working across a multitude of organisations and industries within an education and training role.

Experience of working in the Further Education sector in a customer facing role.

Understanding of key funding streams, including Apprenticeships, Adult Skills Funding, T Level Industry Placement Funding, etc.

Additional Information

- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults. An enhanced DBS check will be required
- The College values diversity and is committed to creating an inclusive environment for all staff and students

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

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|----------------------|---|
| LOOK FURTHER | <ul style="list-style-type: none"> • Aspiration: Students gain the confidence and self-belief to set ambitious progression and career goals • Inspiration: Students are inspired by interactions with staff, stakeholders and alumni |
| REACH FURTHER | <ul style="list-style-type: none"> • Triumph: Students exceed expectation and achieve their full potential • Talent: Expert lecturers with a passion for teaching, learning and assessment • T&PC Magic: exceptional facilities, enrichment and opportunities |
| GO FURTHER | <ul style="list-style-type: none"> • Progression: Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers • Prosper: Students develop the skills needed to flourish at university or in employment • Productivity: Students gain the skills employers need, supporting the economy to thrive |

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

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| WELLBEING | Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future. |
| ENGAGEMENT | Taking full advantage of the opportunities available to us, both at college and beyond. |
| ASPIRATION | Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see. |
| RESPECT | Playing an active part in creating positive inclusive communities, where everyone is valued and respected. |