



**WORK AT**  
**SHIPLEY**  
**COLLEGE**

# Business Engagement Officer

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## Shingley College - Great people, great place!

**Hours:** 37 hours per week, full year posts

**Salary:** Scale 4: £23,220- £24,488

**Closing Date:** Monday 15th July 2024, at 09:00 am

**Interview Date:** Friday 19th July 2024

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

Do you enjoy working with businesses? Do you want to enjoy a role that makes a real difference to your community? Are you driven and self-motivated? **It sounds like we might have the right job for you.**

Shingley College is an ambitious and forward thinking Further Education college situated in the heart of the historic UNESCO World Heritage Site of Saltaire in Bradford, West Yorkshire.

Since the doors opened to the purpose-built Victoria Road School in 1868, we have followed a legacy of education that has paved the way for incredible stories and successes. We have never been afraid to do things differently and to strive to do what we think is right for all of the members of our community. We were the first College in the world to sign up to the SDG Accord (Sustainable Development Goals) worldwide.

Having the highest achievement rates for 16-18 year olds for all of the West Yorkshire Colleges, we have an enviable track-record of educational attainment.

We want to build on this educational success by improving how we work with local, regional and national employers and stakeholders to provide our students with enhanced real life experiences of the work environment.

We are seeking to recruit a Business Engagement Officer to join our ambitious Business Development Team. You will have a track record of building strong and sustained relationships with employers, stakeholders, clients or customers. You will apply your skills, aptitude and experience to generate high quality and relevant work placement opportunities for our students. You will play an integral role in ensuring that all of our young students have the opportunity to apply their classroom learning to the work environment and position themselves perfectly to embark on high value careers

If you are target driven, great with employers and young people, and are motivated to impact the future skills needs of the district then we can't wait to hear from you.



Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> <li>● Pension Schemes</li> <li>● Professional Development opportunities</li> <li>● Access to a free gym on site</li> <li>● Reduced cost train travel*</li> <li>● Access to free onsite car parks</li> <li>● Shopping discounts with discount app</li> </ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"> <li>● Level 2 (equivalent) Qualification in Maths and English Language</li> <li>● The ability to build and maintain client relationships</li> <li>● Commercial awareness</li> <li>● Excellent presentation and verbal communication skills</li> <li>● Organisational and teamwork skills</li> <li>● Previous work experience in a similar or related role</li> <li>● Experience of delivering against challenging targets and meeting deadlines</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shipleys.ac.uk](http://www.shipleys.ac.uk). Completed applications should be submitted to [jobs@shipleys.ac.uk](mailto:jobs@shipleys.ac.uk)

*Although this is a full time post there maybe some flexibility in working patterns*

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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## Job Description

<b>JOB TITLE</b>	Business Engagement Officer
<b>RESPONSIBLE TO</b>	Head of Business Development

### INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### OVERALL PURPOSE OF THE JOB

To build and nurture relationships with local, regional and national employers in order to secure safe, high quality and relevant placement opportunities for students

To liaise with course teams to ensure that ongoing, high quality workplace support for learners on these programmes is provided

To work with Skills Coaches to ensure that students are well prepared to secure and successfully complete a relevant and high quality work placement

To support the account management of our key employers to ensure that the College can maximise the opportunities to collaborate with them

### DUTIES AND RESPONSIBILITIES

- To proactively engage with the Head of Business Development, Director of Education for Young People, Heads of Department and Course Leads to identify and secure suitable work placement opportunities for students
- To develop sustained relationships with employers to achieve ambitious targets for the completion of high quality and relevant work placements
- To provide a high level of customer service to employers before, during, after and between placements in a fast paced and competitive environment



- To support employers, College staff and students to engage with Navigate software to record and reflect on an individual student's progress on their placement experience
- To provide accurate reports on targets, progress and quality of placements
- To seek out and report on feedback from employers, students and College staff about the placement experience
- To advise Skills Coaches on preparing students for a successful placement experience including CV writing, interview skills, work appropriate behaviours etc
- To participate in appropriate team meetings and liaise with Course Leads regarding learner progress in the workplace.
- To support in health and safety vetting and safeguarding checks for work placements, including escalating higher risk placement as required and ensuring that the needs of individual students and employers are met.
- To represent the College at external events, meetings and reviews of students placement performance. Representing the college in a professional manner when dealing with external agencies and employers and present clear and accurate information on the offer or service provided.
- To promote the College's wider course offer to employers, including Apprenticeships, commercial courses and projects where appropriate.
- To act as the first response to all internal or external work placement related matters.
- To record all activity within the College Customer Relationship Management (CRM) system and update all other relevant records
- To promote the College's relationships with business and work experience opportunities through professional networks in person and online
- To occasionally work outside of normal working hours, as required. Based in College and occasionally within placement settings.

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



## PERSON SPECIFICATION

**Please ensure that you address in turn, each of these criteria in your application by providing evidence of how you meet the relevant criteria**

	ESSENTIAL	DESIRABLE
Hold or be prepared to work towards Level 2 Literacy and Numeracy (or equivalent) <i>(If working towards this must be started in the first year of employment and completed by the end of year 2)</i>	✓	
Level 3 IT qualification		✓
Commercial experience and knowledge across a number of different sectors	✓	
Experience of working within a sales/customer relations role	✓	
Experience of building and maintaining successful and lasting relationships with clients (external and internal (staff and students))	✓	
Proven track record of achieving targets and meeting deadlines	✓	
Effective and professional telephone and face to face communication skills within a customer facing environment	✓	
Effective presentation, organisational and administrative skills demonstrating, accuracy and attention to detail and working under pressure	✓	
Ability to work on own initiative and effectively as a member of a team	✓	
Use a Client Relationship Management (CRM) system to record and track activity		✓
Experience of working in post 16 environment		✓
Understanding of the requirements of programmes for full time students, including T levels and Supported Internships		✓
Health and safety training		✓
Experienced in using face to face and online platforms to promote business related activities and partnerships		✓
Able to work flexible hours when required	✓	
Access to use of a motor vehicle and full clean driving licence		✓
Knowledge or experience of Safeguarding	✓	
Knowledge of the PREVENT agenda	✓	
Knowledge of and commitment to Equality Diversity and Inclusion	✓	
Knowledge and commitment to the college values	✓	

## Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

