



Role Profile

Employer Engagement Officer

Reference No:	A5570		
Service:	Business and Employability		
Job Family:	Education Specialist Support	Grade:	FC6

Purpose

To provide employer engagement support to 'DYW Fife' with specific emphasis on increasing and strengthening employer engagement to make meaningful connections to work and work-related learning.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Liaise with DYW Fife, schools and young people over the level and type of employer support required.

Maintain DYW guidance procedures relating to employer engagement.

Apply specialist knowledge and competence with the organisation's chosen software support tool (currently RUBI), to track and monitor employer engagement and related impact on young people.

Employer strategy development, delivery and ensuring the DYW Business Directory is updated and maintained.

Assist with compiling of performance reports for Scottish Government, DYW Board and the Education Directorate.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF Level 7 which includes HNC or Advanced Highers or equivalent

✓

Experience within a similar role

✓

Experience of using management information systems such as RUBI

✓

Communication skills

✓

Project management skills

✓

Experience of writing reports

✓

E = Essential Criteria D = Desirable Criteria

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Develop and manage a pipeline of new and existing employers by networking and other means.	Experience of networking with a wide range of audiences	✓	
Revision and update of employer engagement strategy as taking account of ongoing partnership activities, Labour Market Information and Regional Skills Assessment.	Project management skills	✓	
Develop and deliver DYW events, produce marketing campaigns and source case studies to support business engagement.	Analytical and problem solving skills	✓	
	Ability to manage priorities and deadlines	✓	
Directly support the production and presentation of reports, guidance and other documentation relating to the DYW Employer Engagement Strategy.			
Develop and maintain relationships to strengthen partnership, team and project working between various stakeholders & DYW Fife.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.