

Job Description



Job Title: Employer Engagement Officer	Service Area: Our Newham Work)	
Directorate: Community Wealth Building	Post Number:	Evaluation Number: 38525
Grade: PO1	Date last updated: April 2024	
<p>People at the heart of everything we do We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.</p> <p>Equality and diversity We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.</p> <p>Protecting our staff and services Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.</p> <p>Corporate parent We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.</p>		

Background

Newham Community Wealth Building

Newham has launched its Community Wealth Building strategy, underpinned by the principles of economic, social and environmental justice; so that long-term prosperity, wellbeing and fairness for all our residents in the Borough is achieved.

As well as attracting growth and investment into the borough, the Council's Community Wealth Building (CWB) strategy will help unleash the potential of residents, businesses and the voluntary sector because they are the source of wealth and talent that will drive a fairer and more prosperous Newham.

The CWB strategy will help the Council tackle injustices residents face with an unrelenting focus on poverty in the Borough, as well as addressing racial and gendered disparities that exists. Building a Fairer Newham Corporate Plan sets out how Newham Council will help residents through tough times and live happy, health and well.

Our Newham Work

Our Newham Work is Newham Council's Community Wealth Building hub, providing outreach and access for all residents, linking them to opportunities in a more locally focused, mutually beneficial economy.

The service is designed to:

- Promote the campaign for a fair deal for Newham Workers ensuring that our residents will have access to the very best opportunities London has to offer, regardless of their background.
- Make better use of existing resources and infrastructure to support the personal economic journey of local residents;
- Support residents into secure, skilled and well paid careers;

The Council will take action to ensure all residents are supported and enabled to access work and other opportunities in the new economy:

- Improve links between health services and economic opportunity;
- Support the health, happiness and wellbeing of residents and improve partnership with the voluntary sector to support Community Wealth Building.

As a member of the Our Newham Work team, your role is to ensure delivery of the above.

Job Context

1. The post holder reports to the Our Newham Assistant Manager.
2. The post holder has no line management responsibility
3. The post holder has no budget responsibility
4. The post holder may be required to work occasional evenings and weekends
5. The post holder may be required to work across the London Borough of Newham

Overall Purpose of Job

OurNewham Work is the London Borough of Newham's employer focused jobs and business delivery mechanism. The postholder will actively seek vacancies from employers and promote these to suitable residents. The post holder will be responsible for developing and maintaining strong working relationships with employers and external partners and represent OurNewham Work at internal and external meetings, as appropriate.

The postholder will be responsible for securing opportunities in key growth sectors including Construction, Apprenticeships, green skills and

Key Tasks and Accountabilities:

The role involves developing strategies and solutions to increase employer engagement for the Our Newham Work and Our Newham Youth services. You will deliver hands on, end to end recruitment - from business development through to candidate selection - and you will be responsible for proactively selling our service to employers and then sourcing and screening potential candidates.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

1. To develop substantial and enduring relationships with employers by providing good quality innovative services and a solution to labour market shortage and maintain client records and personal statistics to enable assessment of overall performance against targets.
2. To develop strategies and solutions to increase employer engagement and actively source vacancies from employers and promote them to suitable residents.
3. To develop creative and innovative processes and solutions to effectively canvass and obtain vacancies within London and in the interest of Our Newham Work using a range of tools including research, direct contact with employers, searching the web and internal resources.
4. To keep abreast of current policies and best practice relating to employment and skills and ensure, where relevant, to support the implementation into Our Newham Work employment strategies. This should include a knowledge of Section 106 obligations in respect of employment, Apprenticeships Levy and standards.
5. To have comprehensive working knowledge of a variety of occupational functions and develop and maintain specialist knowledge of an employment growth sectors in the local and regional economy and ensure such knowledge is incorporated into Our Newham Work strategies.
6. To work in a professional and competent manner with a variety of employers, to identify their unique staffing requirements and providing job forecasting information into the service so that training and job brokerage services can be effectively planned. Where issues are of a contentious or complex nature to identify effective resolutions
7. To support local residents to engage in positive activities, access good quality jobs and provide support with in-work progression to enhance workplace dignity.
8. To undertake engagement initiatives to promote opportunities in community locations such as Children's centres, Schools, Colleges, Universities, Housing Estates and community centres, to increase the number of residents who register for employment support with Our Newham Work.
9. To develop a variety of methods and solutions to meet the needs of individual employers and providers, working with them to match skills, experience and aspirations with appropriate vacancies and to screen candidates against client specifications as required, or provide additional interview preparation where needed.
10. To obtain feedback from employers on the performance of clients at interview and during placements or probationary periods; and where difficulties arise to identify solutions to enable the client to remain in employment.
11. To ensure all data gathered is inputted into operational systems to enable monitoring of performance of Our Newham Work against key performance indicators and for reporting progress to Elected Members.
12. To proactively initiate, develop and maintain professional working relationships with partner organisations and training providers to ensure that knowledge of local provision is kept up to date.
13. To fully utilise the organisation's ICT systems, procedures and control mechanisms and exploit advances in new technology to deliver high quality performance. To maintain client records and personal statistics to enable assessment of overall performance against targets.
14. To liaise with Our Newham Work Personal Advisors regarding recommendations / referrals for potential employment, ensuring that candidates are fairly considered for each role based on their skills, experience, transferable skills, motivation and attitude to work.
15. To work effectively as part of a team, providing cover to colleagues as appropriate. Flexibility and adaptability to a constantly changing work flow is essential.
16. To consistently promote and apply the Council's commitment to encourage local businesses to pay the real Living Wage and adhere to human resource standards and equalities standards and ensure that this is demonstrated and maintained throughout all areas of responsibility.
17. To ensure that the work carried out for the functions that the postholder is responsible for meets all legal and contractual obligations and deadlines and is in accordance with the required Council

standards and standing orders, Data Protection Act, legal requirements, and national and local objectives and that adequate monitoring and auditing processes are in place.

18. Such other duties which may be required reasonably and within the capability of the postholder.

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Personal Specification



Job Title: Employer Engagement Officer	Service Area: Community Wealth Building
Division/Section: Our Newham	Job Number:
Grade: PO1	Date last updated: June 2024
IMPORTANT INFORMATION FOR APPLICANTS <p>The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be short-listed. Please give specific examples wherever possible.</p>	
CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p>	
PROTECTING OUR STAFF AND SERVICES <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
KNOWLEDGE: <p>Understanding of the key issues facing the recruitment industry, including skills shortages and training methods.</p> <p>Detailed or specialist knowledge of the recruitment needs of at least one business sector relevant in Newham.</p> <p>Knowledge of the recruitment processes required by a range of employers.</p> <p>Understanding of the barriers faced by disadvantaged groups in accessing employment, and ways in which these can be addressed and overcome</p> <p>Knowledge of Welfare Benefits and In-Work Benefits systems and how these affect unemployed people returning to work.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p>
QUALIFICATIONS: <p>None - required</p>	

<p>EXPERIENCE:</p> <p>Experience of working within the account management field with employers to develop and implement new recruitment schemes.</p> <p>Experience of working on employment and training initiatives with multi-agency partners.</p> <p>Experience of working with jobseekers including, those that are disadvantaged in the labour market and face barriers to employment.</p> <p>Experience of assessing and matching candidates to vacancies.</p> <p>Experience of, and a commitment to, working within Equal Opportunities objectives relating to employment and service delivery.</p> <p>Experience of delivering work in a target and deadline driven environment.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>An ability to work effectively with employers and external partners.</p> <p>An ability to work effectively on partnership projects across organisational boundaries and to tight deadlines.</p> <p>Excellent verbal communications skills including an ability to communicate and negotiate with diplomacy in a range of settings at senior levels.</p> <p>Excellent written communications skills including the ability to market and promote the service to a range of audiences in a variety of settings.</p> <p>Excellent skills in the use of information technology including database, word processing, e-mail and internet use</p> <p>Able to work as part of a team.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview / Test</p> <p>Interview</p> <p>Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>To use a high degree of personal initiative within a defined framework</p> <p>Able to demonstrate behaviours which embrace the Council's Values of engaging our community, providing high quality service, focusing on achieving outcomes, working with integrity and honesty and valuing colleagues and their performance.</p>	<p>Interview</p> <p>Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Be willing to work occasional weekends and evenings in order to meet service requirements.</p>	<p>Interview</p>

