**Job Information Pack for**

Employer Engagement Officer

Thank you for showing an interest in working for Capital City Partnership. Please find below the following documents for this post.

* Job Description and Person Specification
* Employee Benefits

We require you to complete the separately attached CCP Application form (including monitoring form) and return it to ellen.munro@capitalcitypartnership.org by **noon, Thursday 10th October 2019.**

Please note applications received after this time and date will not be accepted

Applications submitted will be acknowledged. If you are invited to an interview, you will be notified in writing with at least 5 days’ notice of the arrangement.

All interviewed applicants will be notified of the outcome. If you are not invited to interview and do not hear from us within six weeks of applying, then you have been unsuccessful.

Formal confirmation of a job offer is subject to many checks; including two employer references, proof of qualifications, and right to work in the UK.

A three-month probationary period will form part of the job offer.

**Please note secondments will be considered**

CCP signature logo

**CCP Disability Confident Statement**

Capital City Partnership embraces diversity and promotes equality of opportunity. Candidates with disabilities who meet the essential selection criteria will automatically be offered an interview.

**Closing Date: Monday 14th October, 5pm**

**Interviews scheduled for Wednesday 23rd October**

**Job Description**

**TITLE: Employer Engagement Officer**

**SALARY: £27,995 - £32,963**

**CONTRACT: Fixed term 2-year contract (opportunity to extend dependent on funding)**

**TYPE: Full time**

**RESPONSIBLE TO: Employer Relationship Manager**

**Organisation Details**

Capital City Partnership (CCP) is an arm’s length company of the City of Edinburgh Council and is tasked by the council with the operational development, management and support of local employability and poverty reduction measures in the city of Edinburgh.

It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise;

* The management of all employability related grants and contracts awarded to external providers by the council
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding support to the council’s Housing and Economy Committee
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership including overall management of the recruitment and skills centre models.
* The provision of policy advice, research and development support (including secretariat functions) to the city’s Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership

**JOB PURPOSE**

To support the Employer Relationship Manager in the delivery of the Employer Engagement strategy as part of Edinburgh’s Jobs Strategy and the Strategic Skills Pipeline.

In particular to support the city’s offer to employers who are recruiting, growing or developing their workforce and further maintain and enhance the delivery of a high quality, cost effective customer focused and responsive service to Edinburgh Employers through the Joined up for Business (JUFB) Partnership.

Supervision and Management

There is no direct line management responsibility in this post. The post holder may work with minimal supervision and will be responsible to Employer Engagement Manager

# Creativity and Innovation

The post will require creativity across a number of disciplines including marketing, event planning and partnership working.

# Contacts and Relationships

The post will have a range of contacts, both internal and external, reflecting the varied nature and diversity of the Joined up for Business partnership. Strong partnership working is essential to the success of the project aims.

Decisions

The postholder will make a range of decisions relating to the delivery of the partnership and elements within it in partnership with the manager. The post will ensure relevant legislation, regulations, policies, procedures and other relevant conditions are applied appropriately.

Resources

The post will be office based in a central based location. Due to the nature of the project, working peripatetically across the city as the project demands may occur.

**Person Specification**

**EXPERIENCE**

Essential

* Event co-ordination and delivery
* Administrative Skills with experience in a relevant sector e.g. employment, economic development public, recruitment or voluntary sector organisations.
* Partnership working
* Working directly with Businesses and partnerships

Desirable

* Experience of employability related work, with particular reference to SMEs, inward investment, recruitment practices or upskilling.
* Sales or Recruitment or training experience
* Delivering training
* Understanding of the recruitment and skills centre models

**KNOWLEDGE, SKILLS & UNDERSTANDING**

Essential

* Analytical, numeracy and excellent communication skills
* Proven Organisational skills
* Good Presentation Skills.
* General knowledge of the Scottish economy and economic development, recruitment and skills issues facing Edinburgh
* Understanding of the Joined up for Business service
* Familiarity of community benefits

Desirable

* Knowledge of each of the Joined up for Business partners’ services
* Creativity in approaches to problem solving
* Understanding of links between employability & skills, employer engagement, economic development and alleviation of poverty
* General understanding of marketing principles, recruitment practices and the factors that drive investment decisions
* Understanding of the Joined up for Jobs network, Edinburgh Strategic Skills Pipeline and localised funding models
* Understanding of the principles and aims of City Region Deal, IRES programme
* Working directly with community benefit contractors.
* Understanding of the construction sector

**JOB SPECIFIC REQUIREMENTS**

Essential

* Experienced in the use of Information technology and appropriate software (e.g.

MS Office)

* Demonstrable effective use of Social Media channels e.g. Twitter, LinkedIn, Facebook etc.
* Ability to take the initiative and work unsupervised at times.
* Good Team player
* Ability to prioritise workload and work to tight deadlines.
* Ability to produce high quality written materials including reports, minutes

and information bulletins.

* Be able to proactively build relationships at all levels

Desirable

* Demonstrable use of web portals, specifically management of CRM systems and back office administration of websites

**Employee Benefits**

**EMPLOYEE BENEFITS**

Your workplace will be The Capital City Partnership Offices at Canon Street Edinburgh.

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Partnership operates a flexitime and TOIL system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 30 days. The Partnership’s leave year runs from 1st April to 31st March.

The Capital City Partnership premises is a no-smoking area.

Under statute you are required to make provision for a pension. As an employee of the Partnership, you are eligible to participate in the CCP pension scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are available on request.

As of 1st May 2004 it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.