



Apex Scotland Job Description and Role Profile

Position:	Employer Liaison Manager
Responsible to:	Director of Services and Programmes
Location:	Specified Operational Centre
Working Hours:	17.5 hours per week (may include evenings and weekends)
Salary:	Spinal Points 26 – 30, £33,132 – £35,397 pro rata

Value Statement:

All employees of Apex Scotland must work within the ethos of the organisation and apply themselves as per the Organisational Qualities and Values Policy.

The Opportunity

This role will contribute to the strategic thinking in the development of an employer partnership approach for Apex Scotland. The role will be required to generate relationships with new employers, across industries, for the provision of sector specific work experience opportunities for Apex participants, and enhanced routes to sector-based work. This will critically be underpinned by an approach that puts the experiences and needs of Apex participants at its heart. The role will be required to equally maintain relationships with employers and Apex participants.

Key Priorities, Duties and Responsibilities

EMPLOYER RELATIONSHIPS

- Identify employers to collaborate with Apex, around developing pathways to employment opportunities through policies and practices for the recruitment of people with convictions, in a trauma responsive manner. Manage and nurture these collaborations with support from the Apex leadership team.
- Identify employers to collaborate with Apex, around developing sector-based opportunities for participants, to gain access to work experience, and exposure to a supported working environment, before securing employment.
- Develop a best practice partnership model for the above and establish this into a partnership agreement.
- Develop an approach and understanding of the role Apex can play, and the contribution we can make, to economic development, and reduction of offending, in Scotland, in this context.
- Create stories of participant journeys through the referral pathway to support employer engagement.

PARTICIPANT RELATIONSHIPS

- In collaboration with Apex service colleagues, Managers, Lead Practitioners and Practitioners; to co-ordinate and develop the needs of Participants in relation to employer opportunities through individual action planning processes.
- Receive referrals from Practitioners and engage with Participants on employment opportunities.
- Directly support Participants' experiences of employer opportunities by coordinating with Participants, the required processes, engagement and feedback of experiences.
- Track and collate Participant progress through employer opportunities and how this contributes to the Participant's work readiness.
- Identify the measurables of Participant work readiness in a trauma responsive context.

STAKEHOLDER ENGAGEMENT

- Create a network of key relationships with partners that will inform Apex Scotland's work.
- Ensure the service(s) and Apex Scotland is represented in a professional manner at all times.
- Chair, facilitate and participate in regular stakeholders and partnership meetings.
- Prepare reports on employer partnerships and Participant journeys.
- Develop and report on Key Performance Indicators to the Leadership Team.
- Create, capture and promote opportunities for employers to connect, support inclusive recruitment practice, promote development of good routes into employment and build trusted and productive relationships with Participants.

STAFF MANAGEMENT

- Whilst this role currently has no line management responsibilities, it is expected that the role will have this as the service develops. This will include recruitment, line management, supervision and support, and appraisal.

HEALTH AND SAFETY

- Adhere to Apex Scotland's Health and Safety policy and to implement this in the working environment and practices.
- Ensure risk assessments are completed and reviewed within practice. Develop new, tailored, risk management strategies, for increased participant work with employers.

PERSONAL DEVELOPMENT

- Take ownership for self development by highlighting opportunities and agreeing a Personal Development Plan with the Director of Services and Programmes.
- Actively pursue continual improvement in performance, skills and knowledge.
- Participate as required in appropriate activities across the organisation including Best Practice Working or advisory groups, planning and personal development opportunities.
- Undertake all mandatory Apex management competency requirements and participate in on-going management development programmes.

ORGANISATION AND LEGAL RESPONSIBILITIES

- Adhere to all Apex policies and local procedures with regard to processing TOIL, holidays, illness reporting, working hours, expenses claims, grievance procedures, petty cash, appraisals and development plans etc.
- Adhere to all Apex Scotland's legal policies and practices regarding data protection and employment law. Uphold legislation on health and safety. Carry out your own responsibilities to reduce risk in this matter and promote a health and safety culture.

- Where required, conduct risk assessments in the workplace and Participant activities. Protect yourself and others from risk of harm or violence.
- Ensure your actions promote and value equality, diversity, rights and responsibility along with supporting the maintenance of all Apex policies and procedures.

OTHER

- Adopt a co-operative and flexible attitude to providing cover or aid for other programmes, colleagues and roles when required, to meet Apex objectives. Commit to all reasonable requests from your colleagues and line manager.
- Promote Apex as an organisation and represent its interests in a professional manner while complying with all moral and acceptable dress codes of practice. Develop and evaluate joint working between agencies.
- Undertake other service delivery that is particular to your specific programme or role (including H&S rep, First Aider etc).

The above accountabilities and responsibilities are not exhaustive and may be subject to review. The jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

Outline of Main Terms and Conditions of Service

Salary:	Spinal Points 26 – 30, £33,132 – £35,397 pro rata
Holidays:	20 days plus 14 public holidays. Ten of these public holidays are fixed with 4 days allocated according to local public holidays.
Hours of Work:	17.5 hours per week
Condition:	<p>Appointment and continuing employment will be subject to the granting and maintaining of satisfactory Protection of Vulnerable Groups (PVG) membership and suitable references. Employees are required to ensure immediate notification to their line manager of any criminal charges or convictions.</p> <p>Hours will be worked according to the needs of the service and may include evenings and weekends.</p>
Travel:	<p>Employees will also be required to work across Regional area as required for which travel expenses will be reimbursed.</p> <p>Access to a car and business insurance is required.</p>
Pension:	The standard employer pension contribution is 3% with 5% payable by employees.
Work Base:	Field based (administrative base is Glasgow). Apex Scotland reserves the right to change office base location within reasonable parameters.
Notice:	4 weeks, in writing
Benefits:	Perkbox: Employees have access to Perkbox which provides an Employee Assistance Programme together with access to a range of discount opportunities and offers.

Person Specification

Criteria	Essential	Desirable
Experience		
Building and maintaining professional relationships	X	
Economic development/Employability		X
Recruitment		X
Training and development	X	
Leadership	X	
Project planning	X	
Skills and knowledge		
Across or specific industry/sector		X
Employability support landscape		X
Organisational and co-ordination skills	X	
Communication skills, written and oral	X	
Assertive decision maker	X	
Self Motivated	X	
Ability to motivate others	X	
Qualities		
Reliable	X	
Flexible	X	
Self-aware and self reflective	X	
Charismatic/Dynamic	X	
Proactive	X	
Creative	X	
Attitude and behaviours		
A commitment to participant rights, equal opportunities	X	
Cheerful and helpful disposition	X	
Flexible approach to work	X	
Working in accordance with our values	X	
Commitment to personal development	X	
Ability to work as a member of a team	X	
Ability to be supportive, respectful of others and non judgemental	X	