

Person Specification

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| Post | T-Level Co-ordinator |  | Dept | Business Development and Employer Engagement team |
| Grade | scale 6 |  | Ref No | 060-21 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| Level 4 qualification in a related discipline or equivalent experience in a relevant area.  Maths and English L2 or equivalent  An appropriate IT qualification or relevant knowledge and experience of using IT packages | | | E  E  E | AF/I  AF/I  AF/I |
| Relevant Experience | |  |  |  |
| Some experience of supervising staff working to deadlines  Experience of co-ordinating and monitoring a wide range of strategic data sets and reporting accordingly  Experience of presenting operational information to staff teams  Experience of monitoring targets and completing formal qualitative and quantitative reports, including financial information  Experience of working with learners who need a Work experience placement, including YSA  Experience of supporting curriculum implement their work experience strategy  A strong skill set of supporting the employer whilst the learner is on placement  Experience of using computerised record systems and online programmes as major administrative tools  Experience of placing learners on an industry placement and managing pre- and post-aspects of the placement.  Experience of supporting the financial needs of the learner whilst on placement | | | E  E  E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I    AF/I  AF/I  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes | |  |  |  |
| Strong understanding of the national, local and College’s T-Level and transitions implementation agenda  Strong understanding of study programmes placement requirements for WEX and YSA and its funding parameters.  Co-ordinate key activities across the college that support all placement activities ensuring study programme funding rules are met.  Knowledge of the needs of SEND WEX requirements and the legal commitments of the college. Ability to support the teams understanding of this cohorts’ rights and help place them.  Demonstrate ability to manage and balance competing priorities and deadlines and support other to meet their own targets as set by the Manager.  The ability to work with team members to inform official target information to support the Employer Engagement Manager meet strategic deadlines.  Understand, implement and co-ordinate the financial policies for all WEX  Be a competent user and be able to demonstrate to peers and curriculum the administration tools used to support placements.  Competent in the use of appropriate IT systems such as word-processing, spreadsheets, databases and email. Able to develop and operate systems for keeping clear and accurate records. Able to present data in a clear and accurate manner.  Ability to think and act effectively and have a creative approach to problem solving particularly with data.  Ability to understand and assimilate new information and translate into working practises. | | | E  E  E  E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I      AF/ Test  Task  AF/I |
| Special Requirements | |  |  |  |
| Be punctual and reliable.  Demonstrate a professional but friendly manner.  The successful post holder would be expected to have a flexible approach to their work.  The successful applicant will need to have an Enhanced DBS check to work in the College environment.    Must be willing to undertake appropriate training and development in order to meet the requirements of the college.  Awareness of health and safety requirements.  Commitment to the principles of valuing diversity and equal opportunities.    Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.  The post holder may be required to travel to other Bolton College sites / venues in the undertaking on their duties.  Some flexibility maybe required with regards to hours of work – advance notification will be given. | | | E  E  E  E  E  E  E  E  E  E | AF/I  I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  I  I |