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**Job Description**

**TITLE:** Integrated Employer Engagement Officer, Skills

**SALARY:** £36,312 (Grade 7)

**CONTRACT DURATION:** Full time, fixed term to 31 March 2026

**RESPONSIBLE TO:** Integrated Employer Engagement Manager

**CLOSING DATE:** Noon, Wednesday, 17th July 2024, interviews expected to be held on 1st August 2024

**LOCATION:** The role will be hybrid with a blend of working from home and across 2 Edinburgh offices. Offsite work is required occasionally across the region.

**FLEXIBLE WORKING:** Capital City Partnership operates a flexible working policy and is delighted to share this exciting job opportunity with all partnership agencies. Applications for secondment are considered.

**ORGANISATION DETAILS**

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

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 and other key partners
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Jobs Strategy Partnership and partners
* The provision of services and interventions that help alleviate poverty and inequalities and provide opportunities for testing and piloting new approaches
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership to tackle poverty and inequalities
* Provision of management and support to the Edinburgh and South-East Scotland City Region Deal skills programme

Capital City Partnership also leads on three of the seven skills programmes within the Edinburgh and South-East Scotland City Region Deal and supports the governance for the Regional Prosperity Framework, of which Skills is embedded.

1. Labour Market Analysis
2. **Integrated Knowledge Systems**
3. **Intensive Family Support Service**
4. Data and Digital Innovation Gateway
5. Housing and Construction Gateway
6. **Integrated Employer Engagement**
7. Workforce Mobility

This post will sit within the **Integrated Employer Engagement** project but will link into the other themes as appropriate. The Edinburgh and South-East Scotland City Region Deal is a change fund, to bring better regional alignment and facilitate change on how we work together and make better use of opportunities and economic growth.

This project has been active since 2019 and has progressed to respond to industry needs and address the known and evolving skills shortages within priority areas such as Retrofit and Net Zero through the development of skills offerings and partnership facilitation.

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**JOB ROLE AND DUTIES**

* Lead on the design and implementation of the annual Employer Fund in partnership with enterprise agencies
* Lead on the annual Sectoral Awareness Campaigns; including tendering, campaign design, marketing and the monitoring and evaluation of the project
* Act as single point of contact for employer engagement and employability contacts across three of the six local authority areas
* Engage with all IEE and Recruitment Skill Centre linked employers to explore further partnership working and development of both existing and new Skills Centres
* Support with the monitoring and evaluation criteria and paperwork for existing Recruitment and Skill Centre grants, ensuring effective compliance with policies such as fair work, subsidy control and GDPR
* Support budget management: generating invoices, purchase orders and tracking project spend
* Ensure all employer and project activity data is kept up to date, feeding back any issues or developmental requests to IEE Manager
* Support the development of the Recruitment and Skill Centre Network by engaging with businesses with aspirations of developing their own training academies this will include targeting established retail parks across the region
* Develop the projects web presence with a particular focus on the recruitment portals
* Contribute to the planning and delivery of Retrofit and Net Zero led skills projects
* Grow understanding of evolving priorities in the net zero skills space by researching government policy, targets, regional LHEES plans and the wider Regional Prosperity Framework
* Support inward investment projects with large scale recruitment drives
* Contribute to the Edinburgh South East Scotland City Region Deal Skills targets
* Contribute to monthly and quarterly reporting

**Person Specification**

**EXPERIENCE, SKILLS AND KNOWLEDGE**

Essential:

* Two years’ minimum experience in one of the following areas: employability, community work, skills planning, employer engagement, strategic skills development
* Understanding the pressures and opportunities regional employers face under the emerging Fair work Agenda
* Experience of working productively within a team to agreed principles, including working with implementation plans, meeting milestones and deadlines
* Ability to demonstrate an appropriate level of harmonious working to bring together stakeholders and service providers to facilitate change
* Experience of partnership working, with a focus on regional working being particularly welcome
* Ability to further develop a network of regional contacts and relationships to work effectively within a cross-partnership setting
* Understanding of the Skill Centres model and other regional partnership approaches
* Understanding of employability drivers at a local and national level
* Understanding of the Edinburgh and South East Scotland City Regional Deal and wider opportunities
* Meticulous approach to record keeping and recording of information
* Confident in the use of a wide range of software packages, including MS Office
* Ability to work with employers, and to understand their business needs
* Ability to work effectively within a small team of officers as well as independently
* Excellent presentation, verbal, and written communication skills
* Understanding of website design, experience of using design packages such as Canva.
* Numeracy and excellent communication skills. Data analysis and reporting skills

Desirable:

* Understanding of the Skill Centres model and other regional partnership approaches
* Understanding of training provider and college landscape
* Awareness of the Regional Prosperity Framework
* Awareness of the current funding landscape eg. No One Left Behind, UK Shared Prosperity Fund, Industry led opportunities
* Experience using Helix (CRM system) for data tracking or equivalent
* A driving license

**INTERVIEW PROCESS**

Capital City Partnership will contact all applicants by email. If invited to interview you will be expected to give a presentation (verbal or visual) on a specific topic and to answer several competency-based interview questions. If you require help with your application or interview support please contact one of our funded organisations via this [link](https://www.edinburghguarantee.org/support-job-seekers/help-to-move-into-work).

Interviews are expected to take place on Thursday 1st August 2024

If you would like an informal chat about this position, please contact Ellen Munro, [ellen.munro@capitalcitypartnership.org](mailto:ellen.munro@capitalcitypartnership.org) or Kenny Hall [kenny.hall@capitalcitypartnership.org](mailto:kenny.hall@capitalcitypartnership.org)

**EMPLOYEE BENEFITS**

• Hybrid working

• Flexible working

• 26 days starting annual leave, increasing to 31 (pro rata)

• 3 days additional leave for Christmas and New Year closures

• Birthday leave

• 10 public holidays (pro rata)

• Employer pension contribution

• Employee assistance programme

• Personal development opportunities.

**RESOURCES**

A company laptop will be provided for business use and either a company mobile phone or a contribution to personal mobile phone bills will be offered.

Training will be offered in appropriate areas.

**OTHER INFORMATION**

Your office workplace will be Capital City Partnership Offices at Fort Kinnaird Recruitment and Skills Centre or 14 Links Place, Edinburgh.

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

Some evening and weekend work may be required, and Capital City Partnership operates a 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 annual leave entitlement is 26 days, increasing by one day per year of service to a maximum of 31 days. Employees also receive 10 paid public holidays (6 floating and 4 fixed). Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of Capital City Partnership, you are eligible to participate in the Capital City Partnerships pensions 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 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 in the CCP staff handbook.

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.

**HOW TO APPLY**

Please send your CV and cover letter in one document to [recruitment@capitalcitypartnership.org](mailto:recruitment@capitalcitypartnership.org) along with our Equal Opportunities Monitoring Form.

Please note within the subject line the position you are applying for.

The Closing Date is Noon, 17th July 2024.

Expected interview date – Thursday 1st August