



Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: Business Engagement Officer

Responsible to: Industry Placement Team leader

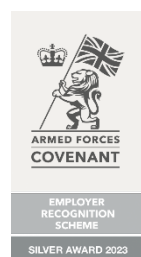
Accountable to: Head of Partnerships - Skills

Job purpose

To identify, develop and maximise relationships with employers, you will be the vital link between employers and curriculum, turning industry relationships into real opportunities for students. Managing your own caseload, you will secure meaningful industry placements and drive impactful employer engagement and workforce collaboration, using the college's placement software to keep every opportunity tracked and on target. By building strong employer relationships, you will shape a curriculum that reflects genuine workplace demands, while partnering with the Head of Partnerships – Skills to secure and monitor industry placement opportunities and provide students with rich, meaningful experiences with employers.

Key responsibilities

- Establish, maintain and develop business relationships with employers, to promote collaboration, industry placement opportunities and curriculum enhancements.
- Manage a caseload of students, matching them to and securing suitable, meaningful industry placements aligned to their programme of study.
- Achieve individual industry placement and curriculum enhancement targets and KPIs, as set by the Industry Placement Team Leader, in line with the college's Employer Engagement Strategy.
- Work closely with the Industry Placement Team Leader to respond to employer needs.



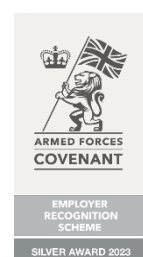
- Generate new employer relationships, using a variety of methods including social media and networking.
- Ensure all employer engagement activity is recorded accurately on the college industry placement software.
- Seize engaging opportunities to bring in guest speakers and live briefs, or secure suitable visit opportunities to companies for our learners.
- Work closely with the relevant curriculum managers to inform the curriculum offer based on employer feedback and industry engagement.
- Attend regular networking events and opportunities to strengthen industry links and report back to the Industry Placement Team Leader.
- Nurture key relationships with key stakeholders as part of the College Business Centre
- Work alongside colleagues within the College Business Centre to enhance collaboration
- Identify opportunities to showcase the college with external stakeholders and support employer-focused events throughout the year
- Ensure all industry placements meet the college's health, safety and safeguarding requirements, carrying out due diligence checks on host employers where required.
- Support with marketing and promotion of events and stories through close working relationships with the marketing team

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.



- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

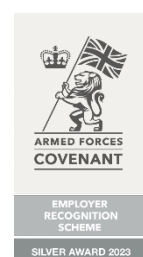
Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do

We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth



We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.

PERSON SPECIFICATION

Qualifications

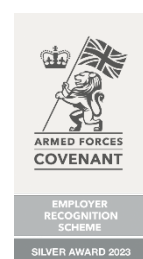
- Level 3 qualification, together with five GCSEs grade 4 and above including English & Maths.

Experience and knowledge

- Experience in working with employers or external stakeholders within an office environment is essential.
- Experience in working in a target-driven role is essential.
- Experience in working within a business development/employer engagement related role is desirable.
- Experience of working within an education and training provider setting is desirable.

Skills and abilities

- A proven ability to generate and convert employer engagement opportunities.
- High level organisation and planning skills.
- Ability to deliver competing priorities to deadline.
- Excellent customer service skills.
- Strong communication, networking and interpersonal skills, with the ability to act as an Ambassador for the College.
- Strong IT skills.
- Ability to work effectively with employers and learners.
- Able to take initiative.
- Resilience and confidence to represent the college at external events.
- Flexible in approach.
- Driving licence and use of a vehicle.
- Creative and ability to solve problems.



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