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**Job Description**

**TITLE:** Employer Relationship Manager

**STARTING SALARY:** £40,281

**DURATION:** Fixed Term Contract until March 2025 (with possibility of extension)

**RESPONSIBLE TO:** Head of Employer Relationships (Joined Up for Business)

**CLOSING DATE:** 11pm, Sunday the 29th of January 2023.

**HOW TO APPLY:** Please send your CV and cover letter in one document to [paige.evans@capitalcitypartnership.org](mailto:paige.evans@capitalcitypartnership.org), along with our Equal Opportunities Monitoring Form.

*CCP actively encourages applications from people from ethnically diverse backgrounds.*

**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 management of assessment processes related to bids received for such grants and contracts and making recommendations for funding
* 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
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership
* Increasingly, provision of support to the Edinburgh and South East Scotland City Region Deal skills programme

CCP is also a lead agency in the UK and Scottish Government’s £1.3bn Edinburgh & South-East Scotland City Region Deal (ESES CRD) under the theme of the Integrated Regional Employability and Skills (IRES) Programme – covering Edinburgh, Midlothian, East Lothian, West Lothian, Fife and Scottish Borders.

**JOB PURPOSE**

Joined Up for Business (JUfB) is coordinated by Capital City Partnership (CCP) and is a collaborative group of public sector organisations which brings together a range of employer services under one framework, making it easier for businesses to access the support they need.

JUfB works on a "no wrong door" approach and offers a bespoke, free recruitment and training service, as well as a business growth support advice for SMEs and helps organisations to identify funding initiatives that can support across these areas. We also support contractors in meeting their employability focused community benefits targets across the city.

JUfB directly links with the city’s employability network, Joined Up for Jobs (JUfJ) to create, maximise and simplify access to high-quality employment and training opportunities for Edinburgh citizens.

This post is to provide a central point of contact and co-ordination for the city’s Employer Engagement strategy, adopting and promoting the ‘no wrong door’ approach and promoting to employers the benefits of adopting the Real Living Wage, Living Hours and inclusive practices as outlined within the Scottish Government Fair Work strategy.

The Employer Relationship Manager is a key contact for employers, employability providers and contractors in the co-ordination of daily activities and projects and has responsibility for developing and maintaining strong and effective partnership relationships to ensure that opportunities are accessible for key client groups and referral routes to vacancies are maximised.

The postholder will be required to support the city’s offer to businesses who are recruiting, growing, or developing their workforce and further maintain and enhance the delivery of a high quality, customer focused and responsive service to Edinburgh employers. Supporting contractors with community benefits forms part of this offer.

As part of this remit, the postholder will also take a lead role in supporting the continued development and contract management of FUSE Recruitment and Skills Hub and any other similar emerging opportunities across the city.

The Employer Relationship Manager will be responsible for the following main areas:

* Pro-actively identifying and engaging with Edinburgh based employers to highlight service and support available from Joined Up for Business.
* Supporting employers through co-ordination of large-scale recruitment and training projects.
* Taking an active role in the continued development of the Joined up for Business partnership offer, working collaboratively with suitable partners and stakeholders to capture and support the different strategies and approaches for a cohesive business offer under a ‘No Wrong Door’ approach.
* Support the wide range of employer offers, both internal CCP and external partners, making best use of resources and minimise duplication of effort and to respond to new and emerging development opportunities.
* Organising and participating in JUFB projects and activities such as meetings, employer events, job fairs and network forums.
* Contract management of FUSE Recruitment & Skills hub reviewing targets and outcomes, providing support through quarterly service reviews, identifying issues and implementing changes in line with strategy.
* Participation in relevant steering and delivery groups, alongside key partners and stakeholders to help support the overall strategic vision of the Joined up for Business partnership. Additionally, providing support for sub-groups and working groups to address specific challenges or opportunities identified by JUFB.
* Continue development and organisation of the employability focused Community Benefits (CB) offer within the City of Edinburgh, supporting employers in creating and managing their offers in relation to employment opportunities and helping identified priority groups into employment.
* Co-ordination of the city-wide Skill Centre approach, with strategic and operational contract management of FUSE Recruitment and Skills hub as well as supporting additional off-site recruitment projects such as Edinburgh Airport and the Waterfront Development.
* Direct line management of Project Leads and Officers, responsible for holding consistent one to ones, project reviews, Personal Development Reviews and supporting with training opportunities and career development.
* Ensuring CRM systems are up to date to accurately reflect activity and outcomes and producing quarterly project reports for various funders.
* Ensuring JUFB documents are up to date and reflective of current legislation and practices and processes i.e., funding information, employer documents, community benefits and website content.
* To fully exploit future funding opportunities where possible to complement the employer engagement approach and help citizens access quality employment.
* Supporting the Edinburgh link to the wider City Region Deal, responding to emerging regional opportunities, consistency of offers and working within a regional framework that takes sight of ‘travel to work’ areas with access to a flexible workforce.

Supervision and Management

Direct line management responsibility for Project Leads and Officer(s) to support this work.

The post holder may work with minimal supervision and will be responsible to the Head of Employer Relationships as their direct line manager.

Decisions

The post will make a range of proposals and decisions relating to the management of the overall project, including budget management across developed projects. The post will ensure relevant legislation, regulations, policies, procedures, and other relevant conditions are applied appropriately.

**Person Specification**

**KNOWLEDGE AND SKILLS**

Essential

* Two years minimum recent senior manager experience of working within the recruitment or employability sector, or related fields, with a demonstrable focus on direct employer engagement.
* Experience of large-scale/high-volume recruitment implementation, coordination and delivery.
* Ability to demonstrate an appropriate level of leadership and collaborative working to bring together stakeholders and service providers to facilitate a ‘No Wrong Door’ approach.
* Experience of senior project management, including developing and overseeing implementation plans, budget management, managing milestones and deadlines.
* Experience of managing and leading people; including developing workplans, setting targets, monitoring outcomes and supporting in career development.
* Ability to further develop a network of contacts and relationships to work effectively within a cross-partnership setting.
* Experience in developing marketing materials across various media such as print, social, online etc and work to branding guidelines to promote and engage effectively with several stakeholders and target audiences.
* Excellent presentation, verbal and written communication skills, including report writing for a senior audience.
* Understanding of labour market and employability drivers at a local and national level.
* Meticulous approach to record keeping and recording of information.
* Confident in the use of a wide range of software packages, including MS Office.

Desirable

* Knowledge of the Edinburgh employer engagement landscape and different employer related offers; including Business Gateway, Chamber of Commerce, Federation of Small Businesses and the Developing Young Workforce regional offer.
* Understanding of the current Skill Centres model and partnership approaches.
* Understanding of the Edinburgh and South-East Scotland City Regional Deal and regional partnership working
* Familiarity of employer community benefits processes and implementation
* Awareness of the Strategic Skills Pipeline employability offer
* Understanding of the No One Left Behind Scottish Government offer

**Other Information**

**EMPLOYEE BENEFITS**

* Opportunity for home/hybrid working
* Flexible working
* 26 days starting annual leave, increasing to 31
* Birthday leave
* 10 public holidays
* Employer pension contribution
* Employee assistance programme
* Personal development opportunities.

**GENERAL INFORMATION**

Your workplace will be The Capital City Partnership Offices at 14 Links Place, Edinburgh.

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

Some evening and weekend work may be required, and the 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 leave entitlement is 26 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 31 days, taking the total leave allowance to 41 days per year. The Capital City 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 Capital City Partnership, you are eligible to participate in the CCP 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 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.