

## DLDC - Job Description

### EMPLOYER ENGAGEMENT OFFICER

<b>Job Title:</b>	<b>Employer Engagement Officer</b>
<b>Reporting To:</b>	Individual Supports Manager
<b>Employer:</b>	Donegal Local Development CLG (DLDC)
<b>Main Purpose of Role:</b>	<p>The Employer Engagement Officer will support the Local Area Employment Services (LAES) team and the New Communities team in providing employment opportunities to the long-term unemployed, under-employed and new community groups in Donegal. The successful candidate will deliver on employer engagement activities and assist the LAES, as well as New Communities team on achieving strategic and operational outcomes in relation to the employability of clients.</p> <p>They will identify, grow networks, and build relationships with employers to understand employer needs with a view towards improving employability options for clients in the current and future labour markets.</p> <p>The Employer Engagement Officer will focus on identifying employment opportunities, work placements apprenticeships, which match the skills, experience, and aspirations of clients.</p>
<b>Conditions of Work:</b>	<ul style="list-style-type: none"> <li>• Owing to the collaborative, cross team nature of the role, the Employer Engagement Officer will have dual reporting to the LAES Manager and the New Communities Manager</li> <li>• The successful candidate will be required to work 35 hours a week</li> <li>• A probationary period of at least six months will apply</li> <li>• This is a fixed-term contract to 31 December 2023 subject to funding and client intake as set out by the Department.</li> <li>• It is envisaged that role will be based in Letterkenny, with expectation for travel to other office locations.</li> </ul>

<b>Main Duties</b>	
	<ol style="list-style-type: none"> <li>1. Act as a collaborative member of the LAES and New Communities team to focus on identifying employment opportunities, work placements apprenticeships, which match the skills, experience, and aspirations of clients.</li> <li>2. Identify, grow networks, and build relationships with employers to understand and fulfil their needs.</li> <li>3. Act as a representative of DLDC with a view towards improving employability options for clients in the current and future labour markets.</li> <li>4. Add additional value to services provided by the LAES and New Communities team by helping to develop ways to support service users' personal development and transition to employment.</li> <li>5. Provide a participative approach to engaging employers and build relationships.</li> <li>6. To plan for appointments with employers to ensure effective use of time, build trust in fulfilling their needs.</li> <li>7. Understand client goals, aspirations, and barriers to employment, and provide employment options as appropriate.</li> <li>8. Act as a role model for DLDC, explain our purpose and service offering, to build relationships with employers.</li> </ol>

9. Manage caseload effectively in line with good governance and established company and funders procedures, including guidelines and against defined KPIs (objectives).
10. Identify employment opportunities and make case officers and employment project officers aware of these potential employment opportunities
11. To streamline relationships with employers, ensuring that there is no duplication of effort. Ensure employers are connected to the relevant DLDC employment supports/case officers where relevant.
12. To maintain a database of employers in the catchment area using the Department's IT database.
13. To liaise directly with other public and private training providers and agencies.
14. To provide oral and written reports to your line manager and others as required.
15. Ensure the delivery of a service adhering to all quality assurance standards and training provision.
16. To demonstrate a willingness to take on additional duties as and when required.

Core Competencies/Skills & Knowledge		ESSENTIAL/MINIMUM
1	<b>Experience in Employer Engagement/ Career Guidance</b>	<ul style="list-style-type: none"> <li>• The Employer Engagement Officer should have an understanding of both the employment market and the needs of employers along with an understanding of the needs of the long-term unemployed and under-employed.</li> <li>• 3 years' experience of working in the area of employment, employer engagement and/or career guidance.</li> <li>• A clear understanding of the role of the Local Employment Service Network</li> <li>• A realistic picture of labour market job skill requirements, including needs within new community groups in Co Donegal.</li> <li>• An understanding of the barriers facing unemployed people in accessing progression options</li> <li>• A well-grounded understanding of basic counselling and guidance concepts in the labour market sense</li> </ul>
2	<b>Self-Motivation &amp; Collaboration</b>	The ideal candidate will be collaborative and self-motivated with the capacity to work within a team environment. He or she should have excellent inter-personal, organisational and communication skills and a good knowledge of ICT systems. The job demands a performance-oriented individual who defines targets and results from both the qualitative and quantitative angle and can influence others.
2	<b>Liaison Skills</b>	You will be required to demonstrate developed, effective and efficient liaison skills across multiple stakeholders. You will be a strong influencer, motivator and inspire trust with all involved.
3	<b>Caseload Management Skills</b>	You will have experience in managing caseloads delivering to Key Performance Indicators (KPIs) and reporting on same, using advanced MS Office/IT skills and/or bespoke system.
4	<b>Interpersonal Skills</b>	You will be required to be a positive, empathetic, flexible, motivated, self-starter who can communicate effectively and have good financial, listening and administration skills. You will be creative in approaches to working with employers and clients.
5	<b>Communication</b>	You will have experience of forming good working relationships with employers, individuals, colleagues, combined with excellent communication and listening skills. You will be confidential by nature with excellent verbal and written abilities.
7	<b>'Other'</b>	You should be informed in relation to the Government objectives as

	defined in the Roadmap for Social Inclusion 2020 – 2025, Future Jobs Ireland, Enterprise 2025, The National Traveller and Roma Inclusion Strategy; The Migration Integration Strategy. This list is not exhaustive. You must hold a clean, current driving license with access to own transport as travel will be involved in the role.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of general education</li> <li>• Good Computer Skills [experience of a CMS system an advantage]</li> </ul>
<b>Core Competencies</b>	<b>Desirable</b>
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Prior experience in an employer liaison role.</li> <li>• Counselling / Vocational Guidance/Social Work experience</li> <li>• Experience Working with barriers to employment.</li> <li>• Job Coach experience.</li> <li>• A formal qualification in the area of guidance or counselling or other relevant area [Qualified to L7 and/or be willing to work towards L7 accreditation]</li> </ul>

*Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify.*

### Application Process

To apply for the position, **please submit by email a Letter of Application together with current Curriculum Vitae** to: HR Department, Donegal Local Development CLG, Unit 1 2nd Floor, Glenview Business Park, Carnamuggagh Upper, Letterkenny, Co. Donegal to: [vacancies@dldc.org](mailto:vacancies@dldc.org)

- The closing date for receipt of applications has been extended to **Tuesday 21<sup>th</sup> March 2023**
- Interviews are likely to take place week beginning 27<sup>th</sup> March 2023

We reserve the right to enhance the shortlisting criteria. A panel will be formed from which similar vacancies may be filled.