

ROLE PROFILE

Role Details

Job Title: Careers and Education Officer	Department: Scotland
Responsible for: None	Location: Perth Office
Line Manager Job Title: Industry Partnership Manager	Created: 29 September 2014 Updated: 8 March 2017 and 06/06/23 Last Updated: 19/07/24

Job Goal

<p>To support the Project Manager and Lantra Scotland team in delivering Lantra's funded project activities in Scotland, and in particular the Scottish Government work plan; To understand the skills needs of land-based, aquaculture and environmental conservation businesses and organisations in Scotland, and to apply that knowledge effectively to:</p> <ul style="list-style-type: none"> engage with school pupils, potential new entrants, career seekers, career influencers and industry stakeholders; enhance and deliver the industry champions project; support delivery of current project objectives, and; help identify new opportunities which meet the needs of sector employers and stakeholders

Role Responsibilities

Responsibility	Outcomes and measures
Co-ordinate, deliver, monitor and report on activities against agreed budgets, outputs and timescales in the Scottish Government work plan and other funded projects	Delivery and reporting of project outputs, on time and within budget, and with particular reference to Lantra's Scottish Government work plan.
Support work to position Lantra as the source of trusted expertise on educational standards, qualifications, careers information and workforce skills development among businesses in the land-based, aquaculture and environmental conservation sector	Attendance at, and active participation in career, employer and stakeholder meetings and events resulting in increased engagement (evidenced, for example, through related media coverage, overall engagement and numbers of individuals supported, recorded and reported on appropriately, such as monthly reporting, team meetings and quarterly reporting).
Lead, with team support on Industry Champions initiative, career events. portfolio career and related information	Increased engagement with and between industry champions, key sector employers and stakeholders. Skills development of individual champions. Professional, relevant and up to date career information shared regularly. Positive event evaluation and KPIs recorded in line with reporting requirements.
Engage effectively with industry through lead role, facilitating effective partnerships, maintaining and sharing industry intelligence and supporting Lantra's related standards and qualification commitments	Attendance at industry meetings and events, visits to employers, regular team updates and facilitation of effective engagement in relevant standards and qualification work.
Use and update Lantra's systems and processes, including those related communication and social media, management of customer relationships and quality, to help maintain high quality and effective communications and delivery across the company	Lantra systems actively utilised and updated.
Ensure the confidentiality and integrity of all data relating to the role in accordance with	Understand and apply Data Protection and GDPR requirements.

ISO 9001 and ISMS 27001 and the terms of employment	
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Role Dimensions

Budget responsibility: N/A	Number of Direct/ Indirect Reports: None
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Person Specification

Knowledge / Skills Required

<p>Essential</p> <ul style="list-style-type: none"> • Excellent project co-ordination skills; • Excellent standards of literacy and numeracy; • Excellent written and verbal communication skills including presentation and reporting; • Reliable with an ability to work under pressure and to meet strict deadlines; • Willingness to travel • Strong working knowledge of Microsoft Office applications including Word, Excel and Outlook; • Solid organisational skills including time management, attention to detail and multitasking; • Sound knowledge of key sector industries, organisations, trade and membership associations, training providers and other relevant stakeholders in Scotland; • Strong interest in the land-based, aquaculture and environmental conservation sector 	<p>Desirable</p> <ul style="list-style-type: none"> • Active promotion of education or skills-related products and services • Good awareness and understanding of sector industries, policies and strategies; • Good awareness and understanding of Scotland's education and skills policies and strategies;
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Experience

<p>Essential</p> <ul style="list-style-type: none"> • Experience of successful project co-ordination and delivery through achieving key milestones and outputs on time and within budget; • Experience of working with school pupils and career influencers 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of delivering public engagement activities. • Experience of building and maintaining positive relationships with external organisations.
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Qualifications

<p>Essential</p> <p>Educated to SCQF Level 9, or equivalent, in a relevant subject. Applicants who do not meet this requirement but can evidence extensive relevant experience may be considered.</p>	
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Behaviours

Behaviour	Outputs <i>(what they need to be able to do)</i>
Working Together	<ul style="list-style-type: none"> • Building effective relationships with others, internally and externally, which help deliver required outcomes; • Highly motivated individual able to actively contribute to the team; • Willingness to learn from, and share information with others; • Takes ownership and accepts responsibility for own actions
Communication	<ul style="list-style-type: none"> • Ability to distil, extract and understand information from customers in an effective way; • Present information in a style to suit the audience • Communicates effectively with a broad range of people using a variety of means.;
Decision making / Problem solving	<ul style="list-style-type: none"> • Confident to work pro-actively using own initiative; • Makes sound judgements based on information available; • Ability to analyse and evaluate data; • Able to respond positively and proactively to external challenges to projects
Customer Service	<ul style="list-style-type: none"> • Willingness to listen and act on customer feedback; • Understanding customers' needs
Innovation and change	<ul style="list-style-type: none"> • Able to identify continuous improvements to products and services and take appropriate action
Commercial Focus	<ul style="list-style-type: none"> • Ability to assess commercially viable opportunities; • Anticipate emerging trends and actively seek opportunities; • Able to recognise and realise opportunities for promoting Lantra and its work
Motivated and be a self-starter	<ul style="list-style-type: none"> • Organise and motivate themselves; • Be able to work alone and often unsupervised; • Good organisation and time management skills.