

## Social Value Officer

You report to: [Social Value Manager](#)

### Key Responsibilities:

#### **Social Value**

- Provide administrative support to the Social Value Manager.
- Assist in developing strong working relationships with colleagues across the business to engender commitment to creating social value
- Support the operational teams around the specific requirements of clients, local authorities and frameworks
- Utilise agreed social value processes to capture, measure and manage data for the business.
- Assist in collaborating with internal and external teams and agencies, to ensure that our supply chain is familiar with our social value processes and requirements relating to various contracts.
- Support the preconstruction team with answering social value questions, complete matrix's, including carrying out research as and when required to provide a full and comprehensive response.
- Assist in supporting colleagues with producing social value impact reports as well as extracting reports using The Social Value Portal – National TOMs to distribute to clients, partners and to support bids.
- Assist in highlighting good news and achievements relating to social value to the Communication and Marketing team at Mulalley. Write articles and take photos to forward to Communication and Marketing team to filter across the various social media platforms.
- To perform any reasonable duties as requested by your line manager.

#### **Local Employment and Apprenticeships**

- Provide support to management with submissions and tender interviews with prospective clients with a view to promoting company's recruitment and development initiatives.
- Contribute to the delivery of activities contractually agreed, working closely with management and clients.
- Attend events and job fairs to raise awareness of recruitment and development initiatives within local community networks.
- Assist in co-ordinating the collation of KPI's for review and submission to Clients.
- Assist in the management of databases and filing systems, ensuring relevant strategic plans, contract and initiative details are updated and maintained to provide a place of reference for the team.

#### **Continuous Training and Development:**

- You will be required to attend an Employee Induction Program on joining the Company.
- The Company will support and encourage continuous professional development; your Manager in conjunction with the Training Manager will identify and update your personal development plan on an ongoing basis. You are encouraged to take responsibility for your own development.
- The Training Manager will be notified by your Line Manager of any training needs required for you to perform your job on an ongoing basis.
- Further education may be agreed by the company to enhance your knowledge and qualifications to assist job performance. Your agreement to the company training policy will be obtained prior to commencement.

**The Company Will Provide:**

- Company procedures, found on M-net (the Company intranet site) or issued on request by the HR department. It is your responsibility to read and familiarise yourself with all procedures and to notify your manager if you require further explanation.
- Equipment and uniform appropriate for your position.

**The Company Expects:**

- That as a company representative you present yourself in a smart and professional manner at all times.
- That you understand and promote the company culture.
- For you to adhere to all company policies and procedures.

**Equal Opportunities Policy Statement:**

The Directors of Mulalley and Company Limited formally state that Mulalley and Company is an equal opportunity employer.

This statement confirms that the Company, its officers and employees, do not and will not discriminate against any person in respect of colour, race, ethnic or national origin, religion, sexual preference or gender, age or disability.

All officers and employees are expected to adhere to this policy statement and any existing or future enactments or guidelines issued either by the Board of Director or legislated upon.

Particular care must be taken, whether interviewing or evaluating prospective or current employees for any position in the Company, to show that no conscious or subconscious discrimination has taken place.

Any breach of these guidelines will be dealt with severely by the Directors and, should discrimination be proven then disciplinary action and/or dismissal will follow.