

IPS Vocational Specialist – Band 5

Person Specification

Job Title: IPS Vocational Specialist

Band: 5

Department: Employment Service

All candidates will be considered on their ability to meet the requirements of this person specification.

E = Essential criterion for the role

D = Desirable criterion for the role.

Attribute/ Skills	Key Requirements	Rating Essential (E) or Desirable (D)	Measurement Application / Test/ Interview / Medical / References
Education/ Training	Educated to degree level or equivalent	(E)	Application
	NVQ Level 4 Information, Advice and Guidance	(D)	Application
Skills/ Abilities	Good interpersonal skills	(E)	Interview
	Good facilitation skills	(E)	Interview
	Good presentation skills	(E)	Interview
	Good marketing skills	(E)	Application / Interview
	Good negotiation skills and persuasive style	(E)	Application / Interview



Person specification – INSERT JOB TITLE

	Basic counselling skills An ability to initiate and develop relationships with partners including local clinicians, employers and JCP staff An ability to work independently, reliably and consistently. Good report writing skills Good numeracy and information management skills Intermediate IT skills Vocational assessment and profiling skills	(D) (E) (E) (E) (E) (E) (E) (D)	Application / Interview Application / References Application / References Application Application / Interview Application Application / Interview
Knowledge/ Experience	Knowledge of the 2010 Equality Act Experience of partnership working, negotiation and liaison work with other agencies Knowledge of the barriers faced by individuals who may be socially excluded and furthest from the labour market. Experience of supporting people into work Experience of working with and supporting people who have	(D) (E) (D) (E)	Interview Application / Interview Interview Application / Interview



Person specification – INSERT JOB TITLE

	mental health problems, LTCs or other unemployed disadvantaged groups Experience of networking with partners to facilitate the individual's vocational goals Working knowledge, understanding and experience of motivating individuals and developing their skills in line with their individual action plans Experience of working on own initiative as well as being an effective team member	(E) (E) (E) (E)	Application / Interview Application / Interview Application / Interview Application / Interview / References
Personal Qualities	Advanced interpersonal skills Commitment to confidentiality Commitment to on-going personal development and training and that of the team Demonstrate and promote social inclusion Commitment to empowering the individual to make informed choices	(E) (E) (E) (E) (E)	Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview



Person specification – INSERT JOB TITLE

	Commitment to meeting diverse needs.	(E)	Application / Interview
Any Other	Willingness to work flexibly	(E)	Interview
	Ability to travel effectively between multiple locations during the working day	(E)	Interview





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