

Job Description

Job Title:	Employment Specialist
Directorate:	Chief Executives
Section:	Economic Development – Jobs, Enterprise and Training
Responsible to:	Employment Specialist Team Leader
Grade:	Level 7

Job Purpose

The role delivers the Connect to Work programme on behalf of the Department for Work and Pensions. It supports people with disabilities, health conditions, or complex challenges to overcome barriers and achieve lasting employment. The postholder will build relationships with employers, provide tailored career support following the Supported Employment Quality Framework (SEQF), and work directly with participants in various settings to help them plan and reach their goals.

Key Duties / Responsibilities

1. Provide individualised, person-centred support to clients, including vocational profiling to identify skills, interests, and barriers to employment.
2. Develop and implement SMART Action Plans based on identified needs and aspirations outlining short, medium- and long-term employment goals.
3. Support clients with practical job-seeking activities such as CV writing, completing application forms, job searching and preparing for interviews.
4. Deliver impartial, high-quality information, advice and guidance (IAG) to ensure clients are well informed and prepared for employment opportunities.
5. Offer on-placement support and job coaching, enabling clients to learn tasks, build confidence and achieve independence within their new roles.
6. Source job opportunities for clients through tailored job search and regular contact with local employers to explore hidden as well as advertised employment opportunities.
7. Establish and maintain effective working relationships with local employers to secure work placements, work trials, and permanent employment opportunities.
8. Provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and ongoing contact with the employer to ensure job retention.
9. Once employment has been secured continue to provide quality service
10. through conducting regular visits, effective monitoring and in-work support to clients and employers to help sustain employment.

11. To build and maintain employer relationships and maintain employer engagement database
12. Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace this can include exploring 'job carving'.
13. Facilitate positive, strength-based conversations with clients, using a holistic approach to improve confidence, resilience and readiness for employment.
14. Identify and implement appropriate support interventions to meet individual needs and improve employability outcomes
15. Support clients in accessing opportunities to gain new qualifications and relevant training where appropriate.
16. To make referrals to other support providers to assist individuals in getting the most appropriate support for their needs.
17. To liaise with clients and training providers on a regular basis to check course and service user progress.
18. To work with clients to source appropriate paid work placements by matching their skills profiles to vacancy specifications.
19. To assist clients in the completion of application forms and preparation of CV's together with providing advice and guidance on interview techniques.
20. To build and maintain effective working relationships with clients, course tutors, employment and skills team and community groups.
21. To establish and develop relationships with employers to support clients into paid employment and support with training needs and workplace adjustments.
22. To ensure that client support is maintained to a high standard and that progression is recorded within case files and the MI system.
23. To contribute towards key output targets required by the funders.
24. To agree with the management team a personal target for referrals and job outcomes.
25. Have the ability to prioritise within a highly targeted environment and be able to deal with sensitive information.
26. To keep accurate, factual and up to date client information ensuring it is stored in accordance with the City Council's policies and the Data Protection Act.
27. To attend and actively participant in meetings and working groups to exchange information, promote the service and contribute to continuous improvement of service provision.
28. To actively promote the work of the team by delivering presentations, attending promotional events and other relevant forums.
29. Have experience of partnership working and the ability to advocate on behalf of clients to help them access support and IAG from other agencies.
30. To ensure there is equality of opportunity in service provision.

31. To comply with the City Council's Health and Safety policies in relation to the requirements of the post.
32. Spend a percentage of the working week in the community, travelling around to various community venues such to undertake training and development to support your professional development.
33. Any other duties appropriate to the post.

Person Specification

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Minimum Essential Requirements – evidenced by **a:** application form **b:** test **c:** interview

Criteria	a	b	c
Level 3 professional qualification or equivalent level of experience working in the supported employment sector			✓
Knowledge of employment legislation	✓		✓
Strong Understanding of the employment needs and challenges faced by people who experience labour market exclusion			✓
Extensive Knowledge of appropriate support approaches in an employment or health-related setting			✓
Commitment to equality and diversity	✓		✓
Knowledge of employment support Information, Advice and Guidance services	✓		✓
Extensive Experience of working with people with disabilities and those disadvantaged in the workplace and the barriers they face to gain paid employment	✓		✓
Experience of supporting people into employment			✓
Experience of mentoring and coaching	✓		✓
Detailed Experience of working with a variety of stakeholders			✓
Strong Experience of employer engagement			✓
Experience or knowledge of working with, negotiating and securing paid employment opportunities with local employers	✓		✓
Experience of problem solving			✓
Ability to communicate effectively and work in a person-centred way to meet unique needs	✓		✓
Ability to negotiate and deal with challenging situations as they arise			✓
Ability to prioritise and manage own caseload as determined by your delivery manager			✓
Ability to work as part of a team and on own initiative			✓
Ability to communicate effectively both verbally and in writing at all levels and to keep accurate records			✓
Ability to be able to support people in difficult situations without making judgements about them	✓		✓

Conditions of Service

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Section: Economic Development – Jobs, Enterprise and Training

Grade: Level 7

Salary: £32,046 - £34,811 per annum

Duration: This is a fixed term post for 12 months.

Working hours: Your normal hours of work are based on a 37 hour week, working over 5 days between normal office hours which are Monday to Friday. However, these hours may vary subject to any flexible working and any variation will be determined by the Council's Flexible Working Policy.

Annual Leave Entitlement: You will be entitled to 28 days annual leave rising to 33 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

Sickness Absence: This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

Pension Provisions: For occupational pension purposes you will have the choice of:-

- a. Joining or continuing in the Local Government Pension Scheme.
- b. Arranging your own personal pension provision approved by the Inland Revenue.



Business Mileage: If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

Notice Period: Your notice period will be dependent upon the grade of the post and your continuous service.

Probation Period: New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Rehabilitation of Offenders Act: The post is covered by the Rehabilitation of Offenders Act 1974 and if you are appointed you must disclose any criminal convictions, bindovers or cautions received, which are not yet spent.

Baseline Personnel Security Standard (BPSS) Check: Appointment to this post will be subject to a BPSS check which includes a check of your employment history/education over the past 3 years and a satisfactory response to a check of unspent convictions.

If during your continued employment you receive a conviction, caution or bind over you must declare this to your manager at the earliest possible stage. Such information will be treated sensitively and its relevance, nature and your length of service will be taken into account when deciding what action, if any needs to be taken. Failure to declare such information could result in disciplinary action being taken against you.



Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.