



European Union

European
Social Fund

wakefieldcouncil

Job Specification

Job Title: Employment Specialist (IPS)

Grade: g8

Job Evaluation Code: PR2484 002

Reporting to: Client Support Officer
(Specialist) Team Leader

Manager's Grade:
G9

Service Area:
Economic Growth & Skills

Service Directorate:
Regeneration & Economic Growth

Overall Purpose of the Post:

As part of the overall expansion of the STEP UP Programme, you will be responsible for the management of a caseload of clients to assist them in securing sustainable paid employment in line with their preferences. You will deliver the Individual Placement and Support (IPS) approach (for which training will be given); providing person centred advice and guidance to clients, whilst building positive relationships with employers to enable clients to move into suitable employment.

You will work as part of the Connect to Work service, maintaining positive and integrated relationships, fostering a holistic approach to recovery through employment with a range of client groups

Requirements for the post		
	Essential	Desirable
Qualifications/ Training	<p>To hold or willing to work towards an appropriate qualification at Level 4 or above such as:</p> <ul style="list-style-type: none"> • Career Information and Advice Level 4 (NVQ) • Qualification in Careers Guidance (QCG), <p>Or</p> <p>The full Level 4 Learning, Development and Support Service (LDSS) Qualification.</p> <p>OR</p> <ul style="list-style-type: none"> • Level 3 Diploma in Employability Services Sector Qualification 	<ul style="list-style-type: none"> • Trained in IPS approach
Knowledge	<ul style="list-style-type: none"> • An understanding of the employment needs, and challenges faced by people who experience labour market exclusion • Knowledge of a broad range of occupations and jobs • Understanding of interventions to support employability skills in preparing people for work • Awareness of Specialist provision and barriers to employment for those with additional needs. • Demonstrate an awareness of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate • Knowledge and understanding of a wide range of support available to adults with complex needs. • Knowledge and understanding of the Councils Information Sharing and Confidentiality policies and guidance 	<ul style="list-style-type: none"> • Understanding of the challenges faced by private sector employers in relation to skills needed would be an advantage but not essential. • Knowledge of the benefits system and all disability/employment related benefits
Experience	<ul style="list-style-type: none"> • Experience/understanding of working with and supporting disadvantaged or vulnerable people, particularly hard to reach and with challenging circumstances. • Experience of working within a multi-agency organisation, and/or specialist support services alongside and in partnership with other staff or agencies. 	<ul style="list-style-type: none"> • Experience/understanding of working with people with substance use support needs, or a similar client group within health, social services or the voluntary sector • Personal lived experience of recovery

	<ul style="list-style-type: none"> • Experience of managing multiple tasks at any one time • Experience of working assertively to influence decision makers • Experience of effective partnership building and stakeholder collaboration • Experience of working independently and without close supervision. • Experience in communicating effectively using a range of technology, including Microsoft Office, Internet and E-mail 	<ul style="list-style-type: none"> • Previous experience of delivering a service using the IPS model is a bonus • Proven experience of meeting and exceeding outcomes and targets
<p>Physical Skills</p>	<ul style="list-style-type: none"> • Keyboarding skills are required to ensure accurate and appropriate information is produced and provided to service users, customers and clients. • Ability to communicate and record information in a clear, concise, logical manner. • Ability to travel across the Wakefield district as required as part of the role 	
<p>Competencies and other skills required</p>	<ul style="list-style-type: none"> • An ability to work with residents to remove barriers and motivate them to engage in employment. • Ability to identify priorities both for your own work and in assisting residents to plan their future • Good assessment skills in relation to the employment needs of residents • Ability to form effective and positive working relationships with other professionals • Demonstrate creativity in tackling and solving problems and an ability to acknowledge the validity of other approaches. • Excellent communication skills, both verbally with people at all levels • Good assessment skills in relation to the identification of training and employment needs of residents • Ability to sensitively engage residents and, where appropriate their families in effective working relationships. • Ability to work as an effective and collaborative team member as part 	

	<p>of a multi-disciplinary team across organisational boundaries.</p> <ul style="list-style-type: none">• Computer literacy across a range of Microsoft Office packages, Microsoft Outlook and Management Information Systems.• Ability to exercise initiative and autonomy in decision making without immediate access to senior managers.• Ability to meet tight deadlines and respond to change quickly.• Excellent ambassador, open, engaging with an enthusing and winning style, can interact effectively with a wide range of stakeholders• Demonstrate a commitment to Continued Professional Development (CPD) and undertake mandatory training including safeguarding and GDPR.	
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Key Outcomes/ Activities:

To support residents on drug/alcohol treatment programmes to find work as part of a multi-disciplinary team.

Core Responsibilities:

- Manage a caseload of around 25 clients in a variety of structured services who are motivated to start/return to work.
- Deliver the Individual Placement and Support (IPS) approach for which training will be given.
- Meet and support clients to understand their key skills, aspirations and goals through completing a Vocational Profile and produce an Action Plan to help them obtain and sustain competitive employment. This includes support with their job search, CV production, application forms, interview techniques and career development.
- Assess client support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc, and provide support & guidance.
- Attend weekly clinical team meetings as an embedded IPS practitioner.
- Source job opportunities for clients through tailored job search and regular contact with local employers to explore hidden as well as advertised employment opportunities.
- Provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and on-going contact with the employer to ensure job retention.
- Build relationships with colleagues in clinical teams to engage and generate referrals and create collaborative working partnerships with clinical staff (promoting employment as a positive intervention in the recovery journey).
- Once employment has been secured continue to provide quality service through conducting regular visits, effective monitoring and in-work support to clients and employers to help sustain employment.

Relationship Management:

Establish positive and integrated relationships with clinical teams, employers and other service providers. This includes:

- To build and maintain employer relationships and to keep detailed records of business engagement interventions to support the dissemination of best practice.
- Arrange regular meetings with clients to monitor and review progress pre and post-employment.
- Spend time getting to know local employers to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- To challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation
- Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the work place – this can include exploring 'job carving' i.e. carving small slices of work from the duties other staff do not have time to do.
- To develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. This may include local colleges and training providers.

Other:

- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- To work independently, reliably and deliver consistently to deliver effective IPS practice.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation.
- To co-produce service development with service users where possible.
- To collect employment recovery stories from people accessing the service.
- Ensure that all relevant policies are implemented such as information governance, safeguarding etc.
- Partake in continuous learning about substance use and mental health conditions, their impact and how they can be managed and undertake mandatory training as required.
- Work flexible hours as required.

Stakeholders:

Senior Employment Specialist, service managers, clinical teams, user groups, training and employment schemes, local colleges, local employers, and partner agencies (e.g. mental health, criminal justice, housing and homelessness).

- To work as part of a designated team and support the development of other staff.
- To be aware of WMDC and host agency Code of Conduct and Equal Opportunities values and to ensure these are reflected in all aspects of the work of the post holder.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

To maintain effective relationships with staff in partner organisations, other local authorities and funding organisations, in order to influence and shape service delivery to meet targets and outputs. Partners include LEP, DWP/JCP Public Health England, Employers,

Financial:

No direct budget responsibility, but plays a key role in the delivery of the funded project and meeting the outcomes and results as required, The success of the programme is critical to ensure external funding requirements are met and not put at risk.

Providing advice to employers and service users on the employment of alcohol/substance users and to support businesses (large and SMEs) working alongside the Business Engagement Managers to secure new job roles and ensure they are financially sustainable for the customer.

Physical:

Responsible for the safe and confidential handling of data related to local businesses and individuals and for recording accurate information for monitoring purposes. Day to day responsibility for laptops and training resources used to deliver services.

Service Users:

The post involves undertaking activities which have a direct impact on the economic health and

wellbeing of groups and individuals within the district.

The post holder will be responsible for the assessment, planning, intervention and evaluation of the needs of the resident engaged in the programme. It will be the post holders responsibility to work together with other recognised professionals to ensure the protection of the participant and that they are supported through the programme.

Working Conditions:

- The post holder will have to deal with residents with emotional demands and may be subject to disagreeable, unpleasant or hazardous situations.
- This post will require the ability to travel around the district. A full driving licence is required (unless unable to drive through disability). Candidates not meeting this requirement would need to evidence the ability to fulfil the requirements of the role by other means.
- The post holder will be required to meet and adhere to health and safety guidelines and legislation
- The nature of the work will involve the need to work flexibly in response to the needs of the project. This may require the need to work evenings and weekends
- The post holder will be required to undertake safeguarding training on recruitment to this post. Basic safeguarding training will be refreshed every 2 years

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Fluency Duty

Level 2

This post is subject to the Fluency Duty under Part 7 of the Immigration Act 2016. The post-holder is therefore required to demonstrate a level of fluency which enables them to converse spontaneously with a natural flow, and explain complicated information, using accurate spoken English (including technical or specialist terminology), to service users, and when required demonstrate an ability to find alternative vocabulary in order to be understood

The employment checks are required:

- **Evidence of entitlement to work in the U.K.**
- **Evidence of essential qualifications**
- **Two satisfactory references**
- **Confirmation of medical fitness for employment**
- **Registration with appropriate bodies (where applicable)**

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- **Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level**

Date completed: May 2026