# Job Profile

# Employment Adviser (IPS Drugs and Alcohol) Grade: 6 Date created: April 2024

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| About the Job To provide support people with addiction and who are on a recovery programme, to find and retain paid work. Through the development of a range of partnerships including other GCC teams, welfare to work providers and employers to help individuals identify potential job goals and encourage their development through participation in a range of initiatives and services provided by GCC and their partners, including work experience and learning opportunities, leading to paid, sustainable employment | |
| **This is what we need you to do...**   * Help individuals to raise their aspirations of employment through vocational profiling and identification of suitable job goals * Provide individuals with an individual action plan regularly assessing progress against objectives and goals * Deliver sustainable employment outcomes for individuals with addiction as part of their recovery plan * Complete action plans and other paperwork to required standard adhering to the requirements of the IPS fidelity model * Participate in regional and national forums led by IPS Grow * Manage a caseload of 25 individuals * Deliver a high level of Information, advice and guidance (IAG) | * Work with local employers and employer-representative organisations to help them understand the benefits of and overcome any resistance to employing people with complex backgrounds. * Work with local employers to identify potential opportunities within their workforce and then match these opportunities with your caseload * Prepare regular reports and case studies for Employment & Skills Hub managers and other stakeholders to demonstrate progress.   **Special Conditions**   * This position is subject to a DBS check. * You need to hold a current full driving licence which is valid for driving in the UK or have the ability to travel around the county * Work in locations across Gloucestershire based in D&A Recovery Teams |

**Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

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| **The ideal candidate will have...**  **Experience**   * Innovative and creative approach * Able to work on own initiative * Customer focussed business planning and delivery * Knowledge of employment policies, procedures and welfare services * Experience of working with, or supporting people with employability barriers * Achieving performance outcomes   **Knowledge, Skills and Understanding**   * Good inter-personal skills * Excellent skills in MS365 * Excellent communication skills, both written and verbal at all levels * Strong organisational skills * Effective time management * Negotiating and influencing skills | **Behavioural attributes**   * Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](https://careers.gloucestershire.gov.uk/GloucestershireCounty/content/Our-Values/?locale=en_GB) * Our values are Accountability, Integrity, Empowerment, Respect and Excellence * Demonstrate enthusiasm for subject specialism and for teaching and learning * An ability to work well as part of a team * Be flexible and respond to a variety of participant needs * Committed to further developing existing skills * Commitment to equal opportunities and the implementation of appropriate safeguarding and safe working practices.   **Education & Qualifications**  **Desirable**   * A range of experience and/or qualifications will be considered for this post including experts by experience * IAG qualification * Knowledge of IPS fidelity model |