

Job Description

DEPARTMENT:	Place and Growth
DIVISION:	Economy and Skills
SECTION:	GLLaB
DESIGNATION:	Employment Specialist
GRADE:	SO2
POST NO:	
REPORTS TO:	Programme Team Leader

Purpose of Job

The role of an Employment Specialist involves delivering tailored employment support through the Individual Placement Support (IPS) model and Supported Employment and Quality Framework (SEQF). The post holder will be expected to deliver frontline information, advice and guidance to residents and maximise on GLLaB's externally funded contracts through the achievement of programme targets. The postholder will support a caseload of participants, with complex needs, disabilities, physical and mental health conditions, and learning disabilities, to secure and sustain paid employment.

Summary of main duties & responsibilities

1. Deliver frontline employment support, advice and guidance service to participants who are unemployed, economically inactive, in-work and at risk of losing their employment, anyone who wants to work regardless of job readiness, and any other job seekers who are eligible to access GLLaB services.
2. Responsible for carrying out individual one to one's to understand the individual's skills and aspirations through completion of a vocational profile. To understand skill gaps and to develop individual personal development and employment and skills action plans to help gain and sustain employment or self-employment.
3. To identify the participants best job match reflecting their skills, aspirations and preferences to help them gain and maintain employment. This includes support with their rapid job search, CV production, application forms, interview techniques and career development.
4. Delivering regular face- to-face sessions to identify individual support needs in relation to work, which may include discussing reasonable adjustments, individual support needs with employers and offering benefits or welfare advice, such as Better off Calculations, to inform decision making and helping them develop a personal Information Plan to support any discussions with their employer.
5. Willing to engage in outreach activities across diverse locations, including libraries, community hubs, employment centres, and council offices, to generate referrals and raise awareness of the supported employment provision. Actively build

partnerships with key community services and organisations, including Jobcentre Plus and voluntary groups.

6. Ensuring the coordination and offer of holistic and joined up services, including collaboration with clinical teams, social workers, other professionals to deliver holistic, person-centred support. Spends at least 65% of their working time co-located within clinical teams, other Council teams, community services, and partner organisations / employer settings (to build referral pathways, increase accessibility, and provide visible, integrated employment support within environments participants already trust and engage with).
7. Ensures tailored supported employment is provided to the participant through a person-centred approach, using the principles and standards of supported employment models, such as Individual Placement Support (IPS) and or Supported Employment Quality Framework (SEQF).
8. Responsible for delivering a high-quality service in line with external funding or Prime Contractor requirements, including obtaining evidence of sustained employment that meets the needs of external funders.
9. Ensuring that all GLLaB and/or other corporate employment projects programmes are delivered in line with agreed profile outputs and outcomes and ensuring effective contribution to individual and team targets. Responsible for developing and maintaining referral networks and obtaining up to-date information on a wide range of services offered by complementary specialist partnership organisations to support the removal of barriers to employment.
10. Responsible for identifying and utilising a range of support mechanisms, interventions, agencies, and organisations that can help to address and move barriers faced by different groups
11. Responsible for establishing and maintaining strong working relationships with employers to source job opportunities for participants, offer support and guidance to foster inclusive workplaces, including; job analysis, job matching in the open labour market, based on the strengths and preferences of the participant and job carving to design suitable roles and promoting work trials and other incentives, in the interest of both the participant and employer. Provide follow-along support to participants who gain employment by working alongside the resident and employer
12. Responsible for maintaining on-going relationships with employers to ensure participants sustain employment by discussing and negotiating workplace reasonable adjustments and supporting with access to work, where appropriate.
13. Utilising a coaching and mentoring approach to offer ongoing employability and in-work support to participants up to 12 months (or 4-months for 'in-work' participants) from start of provision and continue to identify opportunities for

them to progress in their career, including visiting and supporting in the participant's workplace.

14. Responsible for providing one to one and group employability sessions and job search support in-house and from remote locations including support with updating CVs, completing applications forms and interview techniques.
15. Lead on the active caseload management of participants, providing regular, quality, person centered and documented follow-up to move participants into sustained employment.
16. Responsible for keeping abreast of labour market trends and supporting participants to prepare for upcoming opportunities, and to job match to appropriate employers through speculative applications.
17. Attend and actively contributing to weekly client-based supervision with their team of other employment specialists and team leader. Sharing job opportunities found with their employers that may be suitable for caseloads within the wider team.
18. Actively contributing to the team meetings within health and community services they are integrated with, championing employment support to receive referrals and encourage clinicians to think about employment for their patients.
19. Ensuring participants in the 'In-Work' category are supported through the retention journey, including exploring flexible options to sustain work, such as identifying new needs or carving out new roles.
20. To provide ongoing formal and documented 'follow along support' for participants placed into work, apprenticeship or a placement, to support sustained employment.
21. Responsible for reviewing participants progress against agreed action plans and ensuring manual and computerised records are maintained in line with programme and audit requirements.
22. Support the aims and objectives of GLLaB and/or other corporate employment projects in all aspects of their work and to ensure that all systems, procedures and documentation used are in line with GLLaB's Quality Assurance Framework and that they meet the requirements of Customer Service Excellence, Matrix and Corporate standards.
23. Represent GLLaB at all external meeting and events where required and ensure the relevant managers and team members are kept informed of any issues and actions associated with your designated area of work.

24. In carrying out the duties of the post, have due regard to the provisions of the Health and Safety at Work Legislation and Council Policies and Procedures.
25. Willing to work flexibly as may be occasionally needed to conduct follow-up sessions and outreach to provide employment and skills advice at weekend / evening events.
26. To undertake any other work appropriate to the level and general nature of the post's duties.
27. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
28. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
29. To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
30. This post requires a Standard DBS and will be supported by Safer Recruitment tools.
31. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

IPS (Individual Placement Support)

32. *Ability to deliver tailored support to participants with mental health conditions, disabilities or other disadvantages to help them secure and sustain paid employment*
33. *Provide on the job training and ensure the participants are supported during their transition into new positions.*
34. *Conduct regular check ins with both the participant and the employers to ensure job satisfaction and to address any challenges.*

SEQF (Supported Employment and Quality Framework)

35. *Provide support and education to employers on the SEQF process, ensuring that employers understand how to best support employees with disabilities.*
36. *Ensure that residents receive support tailored to their specific needs, based on the SEQF framework of individual empowerment, inclusion, and long-term success.*
37. *Maintain internal CRM systems according to SEQF guidelines, programme compliance standards and brokerage standards.*
38. *Participate in team meetings, workshops, and training sessions to stay current with best practises and SEQF developments.*