

Person Specification

Job Title	Employment Specialist
Grade	SO2
Service/Section	Economy and Skills / GLLaB
Directorate	Place and Growth

Criteria	Essential/ Desirable
Knowledge	
Good understanding of the principles and practices of Individual Placement Support (IPS) and/or Supported Employment and Quality Framework (SEQF), including integration with clinical teams, vocational profiling and rapid job search.	E
An understanding of the Equality Act 2010 - employer responsibilities to promote inclusive workplaces and barriers faced by disadvantaged groups in accessing employment, and ways these can be addressed through holistic support, guidance on managing health conditions in the workplace, understanding benefits, and accessing workplace adjustments	D
A Minimum of NVQ level 3 in advice and guidance or equivalent advisory qualification or willingness to work towards this	D
Skills and Abilities	
Skilled in conducting diagnostic interviews, identifying individual needs, coaching and mentoring individuals to improve employment readiness and build job-seeking confidence, developing action plans and in-work support plans, to achieve employment related outcomes	D
Skilled in advocacy, particularly helping residents secure employment opportunities that align with their capabilities and goals. Proactive problem-solving to identify and creatively address barriers to employment. and manage challenges that arise during job placements, to ensure resident retention and long-term success	E
Strong organisational and time management skills, to effectively manage own workload, prioritise work, handle complex caseloads. Good administrative skills, IT proficiency, and experience using Microsoft Office applications and familiarity with CRM systems for tracking and accurate data management capabilities	E

Experience	
Experience of delivering supported employment to individuals with disabilities, health conditions, mental health conditions and complex barriers to employment, in a front-line recruitment, training or employment organisation	E
Experience of working and performing in a target driven environment to achieve outcomes, which may include working on similar employment support programmes, in retail, banking or call centre etc.	E
Proven experience of supporting residents into work through a range of mechanisms, including understanding local employment trends, building partnerships with employers, sourcing appropriate job opportunities, negotiating workplace adjustments	D
Proven experience of working in partnership with a range of stakeholders to increase the employment and skills levels of residents, through collaboration with multidisciplinary teams, health professionals, employers, and community organisations	E
Equal Opportunities	
• Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
• Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E