Job Profile

Employment Specialist

Grade: 6 **Date created: April 2024**

About the Job

The Employment Specialist will play a key role in the development and delivery of the Connect to Work (CtW) programme, which supports individuals facing barriers to entering, re-entering, or remaining in the labour market. This role involves providing tailored advice, guidance, and intensive 1:1 support to help participants move into sustainable employment.

This is what we need you to do...

- Be the first point of contact for people seeking support to find employment
- Provide advice and guidance supporting people to access internal and external provision
- Hold a caseload of people from a range of backgrounds supporting them to raise their aspirations of employment through vocational profiling and identification of suitable job goals
- Provide caseload participants with an individual employment plan regularly assessing progress against objectives and goals
- Develop tangible and sustainable partnerships with placement providers and a range of organisations who can provide support for young people with disabilities and health conditions
- Develop an understanding of local labour-market demographics and work with local employers to match their needs to the abilities of individuals
- Deliver sustainable employment outcomes for people with a range of barriers to employment
- Complete action plans and other paperwork to the required standard
- Promote a positive attitude towards employment to individuals and their families and carers
- Work with external partners, E&S Hub teams and others to build a resource to support the direction of customers helping them to access appropriate provision or support
- Work with Adult Education to develop appropriate employability provision for participants

Special Conditions

- Work in locations across Gloucestershire
- Adhere to all Health and Safety procedures and other policies and procedures applicable to employees
- Ensure safeguarding policies and procedures are adhered to
- Subject to enhanced DBS check
- Subject to training and qualification

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

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.

The ideal candidate will have...

Experience

- Innovative and creative approach
- Able to work on own initiative
- Customer focused business planning and delivery
- Knowledge of employment policies, procedures and welfare services
- Experience of working with people with health conditions, disabilities or other barriers to work, or lived experience
- Achieving performance outcomes

Knowledge, Skills and Understanding

- Good inter-personal skills
- Excellent skills in Microsoft Outlook, PowerPoint, Word, Excel and other ICT systems and e-government including large operational business systems and performance management systems.
- 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
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- Confident, enthusiastic, self-motivated and able to build effective relationships with customers, welfare providers, employers, other GCC teams and families and carers
- Ability to take responsibility and work on own initiative, under pressure and to deadlines without direct supervision
- Ability to balance competing demands effectively
- Contribute positively to organisational change
- Customer focused
- Diplomatic but persuasive
- Enthusiastic about learning and sharing new approaches and skills, and continuing professional development

Education & Qualifications

Essential

- A range of qualifications and experience will be considered for this post.

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