

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Employment Support Advisor	JEID	M0689
Salary Grade:	J		
Team:	The Warwickshire Supported Employment Service – Employability and Skills		
Service Area:	Communities		
Primary Location:	The Warwickshire Skills Hub, Eliot Park Innovation centre		
Political Restriction	This position is not politically restricted.		
Responsible to:	The Warwickshire Supported Employment Service – Team Manager		
Responsible for:	N/A		

#### Role Purpose

The Warwickshire Supported Employment Service works with young people and adults with Autism and Learning Disabilities. The service supports individuals wanting to work by providing essential support in developing employability skills, tackling personal barriers and raising aspirations by exploring career opportunities across Warwickshire.

The ultimate goal of the service is to help those wanting to work to gain employment, strive for independence and identify a career path which is sustainable and supports the individual to thrive.

The support the WSE service offers is broad, and whilst we work with many cohorts of young people and adults with Autism and Learning disabilities, the team also work with Warwickshire employers to shape inclusive jobs and demonstrate how the employer could make adjustments to their roles and recruitment methods in order to attract talent from a wider talent pool of people who are keen to work and gain independence.

The role of Employment Support Advisor is one with a specific focus on employment retention. Quite often, the young people and adults we support may face unexpected challenges in the workplace or sometimes change which makes their usual comfortable environment suddenly feel different and daily tasks become challenging.

## Role Responsibilities

- Provide a responsive service to individuals with Autism or Learning Disabilities who require in-work support.
  - Overcome individuals or employer challenges and work through barriers which pose a risk to the individual in sustaining employment.
  - Co-write and design employment retention plans which will aim to resolve and ease any challenges, whilst supporting the individual to settle back into their role, with a series of positive actions and measurable outcomes.
  - Write and develop internal bridge funding requests to address gaps in support individuals may be experiencing.
  - Make recommendations of personal development to the individual or employer where appropriate.
  - Guide the employer in identifying and implementing suitable adjustments in the workplace which could support a positive outcome.
  - Provide impartial and balanced feedback to the individual, employer, and other supportive links.
  - Support employers to appoint and train workplace mentors.
  - Positively support the journey of alternative employment where appropriate.
  - Monitor the needs and outcomes of the employment retention service, evaluate reoccurring themes, and propose activity which could act as preventative solutions for other individuals moving through our service into employment.
  - Pro-actively promote the service to future employers and individuals with Autism and Learning Disabilities.
  - Ensure transparent and accurate records are kept and good communication is given to parents/carers and other associated support teams.
  - Deliver caseload and progress reviews to strategic partners, funders, and senior managers.
  - Work with Project officers, Supported Employment Journey Guides, and programme managers to ensure collective outcomes meet the objectives of the team's and funded programme outputs.
  - Work with the management team and Supported Employment Journey Guides to oversee the work of project officers and apprentices where appropriate
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- Deputise for management team where required

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

## Essential Criteria

Assessed By:

Hold a relevant qualification or completed training in supported employment, systematic instruction, Advice and Guidance or equivalent	A, I, D
Experience of working with young people and adults with Autism and Learning Disabilities into employment.	A, I, P
Experience of working with employers and building close working relationships.	A, I
Ability to create effective support plans with inbuilt progress measures and opportunities of funding,	A, I, P
Experience of managing caseloads with a variety of supportive needs.	A, I
Ability to work collaboratively across multiple internal and external services.	A, I
Experience in compiling complex reports and presenting progress reviews	A, I, P
Have the ability to manage conflict by drawing on previous experience to resolve issues and produce a positive outcome.	A, I
Ability to work with various digital packages such as word, excel, PowerPoint and Microsoft teams.	A, I, P
Experience of independently monitoring caseload and identifying key themes and reoccurring barriers.	A, I
An innovative and strategic thinker, with an ability to identify and explore new ways of working to compliment different caseloads.	A, I, P
Excellent communication skills including an ability to address a range of audiences and circumstances – written, verbal and presentations.	A, I, P
Excellent ability to work on own initiative, manage priorities and meet deadlines.	A, I
Familiar with employment law, equality, diversity and inclusion best practice and discrimination law.	A, I
Ability to travel independently across Warwickshire	A, I, D

## Desirable Criteria

Assessed By:

Understanding of Warwickshire and the local labour market	A, I, P
Understanding of Warwickshire employers	A, I
Knowledge of alternative routes into employment such as Supported Internships, inclusive Apprenticeships	A, I, P
Knowledge of Warwickshire's employment support partners	A, I
Understanding of the British Association of Supported Employment Framework.	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

## Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Lone travel to/ from meetings. Occasional attendance at meetings during the evenings including public meetings.