

# 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:	Business Skills Support Advisor – Connect to Work	JEID	M0618
Salary Grade:	J		
Team:	Employability and Skills		
Service Area:	Communities		
Primary Location:	Nuneaton – Warwickshire Skills Hub		
Political Restriction	This position is not politically restricted.		
Responsible to:	Business Skills Support Service Team Manager		
Responsible for:	N/A		

#### Role Purpose

Are you passionate about making a real difference in your community? We're seeking a Business Skills Support Advisor to play a vital role in the new Warwickshire Connect to Work Programme. Funded by the Department for Work and Pensions (DWP) the programme is designed to support individuals who present with various barriers to work and would benefit from participating in a journey to work which offers intensive support and has direct access to good quality employment opportunities. The Warwickshire Connect to Work Programme will work to a supported employment framework ensuring all participants are supported to gain employment which is shaped to meet their needs and those of the employer.

As a Business Skills Advisor, you will play a critical role in identifying and shaping job opportunities with Warwickshire Employers. You will help the employer to carve and design jobs and having a familiarity with the Connect to Work programme participants, you will be well placed to support the team to effectively job match and make suitable adjustments where required.

You will be highly motivated and proactive in identifying local businesses to work with, you will build a pipeline of businesses who have current positions, but also a good number of businesses who will have positions arising in the coming months.

The Business Skills Advisor will play a leading role in supporting businesses to develop their internal practices to be inclusive, coaching key personnel to develop good levels of support for their new starters and job coaching.

## Role Responsibilities

In particular, the role will focus on:

- Lead in identifying work stands which supports the council to identify Warwickshire employers who wish to be inclusive and adopt inclusive recruitment practices.
- To work with employers to develop meaningful work experience for individuals from our priority groups in Warwickshire
- Supporting Warwickshire employers to understand inclusive practices in recruitment and onboarding practises.
- Consult with employers on the creation of "Job Design" and "Job Carving" opportunities.
- Excellent communication and interpersonal skills: Ability to build rapport with businesses and job seekers from diverse backgrounds.
- Knowledge of the local labour market and employment landscape: Understanding of local businesses and available support services.
- Commitment to diversity and inclusion: Passion for creating opportunities for underrepresented groups.
- Experience in business skills support, recruitment, or employability services.
- Strong organisational and time-management skills: Ability to manage multiple projects and deadlines effectively.
- To build and maintain an advanced understanding of the skills needs of Warwickshire Economy
- To develop a deep understanding of the key skills businesses will require from their workforce of the future and how to intergrate inclusivtiy.
- To maintain valuable relationships with employers to track impacts, explore further support and keep them strategically engaged with the County Council
- Manage and co-ordinate the use of resources to undertake programmes and campaigns of skills support.
- Deliver presentations/ attend workshops & events to promote and encourage business engagement.
- Work with local partners to provide and promote an integrated and co-ordinated access to skills and employment support for Warwickshire businesses.
- Contribute to the development of the County Council's strategic approach to business skills and inclusive support, identifying key priorities and potential gaps/ areas of market failure that need to be addressed.
- To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities.
- To undertake such other duties, training and/ or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

## 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:

Degree in a relevant subject or significant experience (at least 5 years) within a relevant discipline	A / I
At least 3 years' senior experience of working in training or skills support.	A / I
Experience of working with companies at a senior level	A / I
Detailed understanding of skills issues for small and medium sized businesses, and opportunities for funding investment in skills development	A / I / P
Significant experience of training, apprenticeship and other relevant programmes and providing specialist advice to businesses	A / I / P
Ability to communicate confidently with senior managers and business owners, and develop strong and sustainable relationships	A / I
Strong stakeholder management skills, able to build and maintain lasting and effective relationships across private and public sector	A / I / P
Experience of attracting collaboration of investment through partnership working (either directly or for an external business/organisation)	A / I
A creative thinker, able to identify opportunities and solve problems	A / I
Experienced and able in the communication of information through press releases, newsletters, direct mail and modern media	A / I
A self-starter capable and willing to work with minimum supervision in teams and on his/ her own	A / I
Strong ability to present to senior officials, investors and funders	A / I / P
Experience of delivering presentations to a large audience	A / I / P

**Desirable Criteria**

Assessed By:

Awareness and understanding of the current training and Skills landscape in the local area	A / I
Knowledge of funding opportunities for businesses in Warwickshire	A / I
Project management skills	A
Recognised qualification/ accreditation for the provision of business support or financial advice	A

**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 checked="" type="checkbox"/> User of Display Screen Equipment (DSE)		
<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 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 type="checkbox"/> Restricted postural change – prolonged sitting
<input 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 type="checkbox"/> Significant use of computers (display screen equipment)		<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks		<input 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 type="checkbox"/> Other (please specify):		