

JOB DESCRIPTION

JIN 4448

Job Title:	Senior Employability and Project Officer
Reports to:	Employability Manager
Department:	Families, Children & Learning
Section:	Employment & Skills

Purpose of the job

To line manage a team of employment officers ensuring the delivery of a supported employment offer that complies with the British Association for Supported Employment (BASE).

Work with city stakeholders to address employment barriers for people with a learning disability, and lead on and support the acquisition and delivery of funded projects which contribute to positive outcomes for clients of the Employability Service.

Manage and deliver funded projects and line manage staff associated to projects.

Principal Accountabilities

1. Through self evaluation and monitoring ensure a high-quality and inclusive client experience which adheres to the BASE Supported Employment Fidelity model is delivered across all stages of a clients journey from referral to securing and maintaining employment.
2. Line manage staff in accordance with the councils performance management framework, providing support and guidance to inform development and practice.
3. Act as lead officer for the delivery of externally funded projects (current projects include Youth Employment Hub and Think Futures) managing schemes of work, budget management, planning, monitoring and reporting of outcomes.
4. Work closely with DWP and stakeholders to identify opportunities to make high quality bids for external funding for projects which enhance the offer of the Employability Service and improve outcomes for clients supported by the service. Drafting business cases for approval, writing and submitting bids
5. Oversee employment interventions; monitoring caseloads to assess the balance of time spent with clients and reviewing support plans to ensure appropriate progression towards a sustainable job outcome, ceasing support when necessary to maximise the impact and outcomes for the service.

6. Lead partnership work in the city relating to disability and employability, supporting the Chair of the SEND Network to plan and manage meetings with stakeholders and to develop and deliver an action plan which enhances the offer available in the city, improves the outcomes for disabled young people and adults and contributes to the City Employment and Skills Plan.
7. Review the offer provided to young people across the service ensuring that that they receive the full offer of support available (supported employment and CIAG) and that they benefit from the holistic offer available through the Youth Employment Hub.
8. Support colleagues in the service to engage with organisations in the city, including teams within the council, to identify and secure new employment opportunities for clients of the service.
9. Support the service safeguarding lead to ensure consistency of compliance and practice across the service, through recording, monitoring, training and promotion of best practice.
10. Monitor the collection and reporting of data through the dedicated system (currently Charms) and contribute to and ensure compliance with the services Data Protection Impact Assessment.
11. To represent and promote the work of the employability service internally and externally.

General Accountabilities

1. To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.
2. To work within and actively promote the City Council's Inclusive Council Policy in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The enhanced Criminal Records Bureau Disclosure process applies to this post.

PERSON SPECIFICATION

Job Title:	Senior Employability and Project Officer
Reports to:	Head of Skills & Employment
Department:	Families, Children & Learning
Section:	Education & Skills

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • Level 4 qualification in a relevant field such as Careers Information, Advice and Guidance, Supported Employment Practice or • Experience of providing employment support and/or experience in providing advice and information casework in a related field and willingness to work towards a higher level qualification. • Sound knowledge of the Supported Employment model. • Strong understanding of policy commitments and legislation related to disability and inclusion. • Sound understanding of Project Management methodology
Experience	<ul style="list-style-type: none"> • Significant experience of working with adults with disabilities and individuals with complex barriers to employment. • Experience in carrying out supervision and performance management processes • Experience of using databases for caseload management and performance monitoring of the service and individuals. • Experience of leading and delivering projects involving multiple stakeholders to meet project outcomes and progress schemes of work where priorities are aligned
Skills and Abilities	<ul style="list-style-type: none"> • Ability to motivate others to achieve operational objectives • Ability to manage own time effectively, and to prioritise workload of self and others and work effectively under pressure and within tight timescales. • Ability to demonstrate an understanding and active commitment to equality and diversity • Good understanding of the principals of safe-guarding adults. • Excellent interpersonal and communication skills with the ability to work with a wide range of people on all levels both inside and outside of the organisation. • Ability to adapt to change and show a flexible approach to working practice and implement continuous improvement in service delivery.

Equalities	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equal Opportunities and be able to carry out duties in accordance with City Council's Inclusive Council Policy.
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