

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Employment Officer

REPORTS TO: Supported Employment Manager

DEPARTMENT: Families, Children and Learning

SECTION: Supported Employment Team

PURPOSE OF JOB

To assist adults who require support to gain paid employment; empowering the client to be as actively involved in the process as possible.

To work with employers to create suitable job opportunities and provide long-term support for clients to help them maintain and sustain their employment.

PRINCIPAL ACCOUNTABILITIES

- To hold initial interviews with disabled people to determine the suitability of the service and to advise on the implications of paid work on an individual's personal circumstance, particularly benefits
- To work with clients to identify their skills and work related goals and to identify their support and training needs
- To provide the necessary training and support for identified clients to enable them to gain employment.
- To work with specific and multiple clients, problem - solve and deal with issues that arise for clients in the workplace.
- To make direct contact with employers, and negotiate with them to provide or create appropriate employment opportunities for clients.
- To support clients and employers through the recruitment and induction process and agree with employers the level of support that will be provided by the Supported Employment service.
- To provide ongoing in-work support as identified, including job coaching, 6 monthly development planning and job progression.
- To carry out written Health & Safety checks in the workplace ensuring that appropriate risk assessments have been made and that employers are meeting their responsibilities under current legislation.
- To support clients with addressing benefit and wage issues and specifically to liaise with the Department for Work & Pensions as required under the Supported Permitted Work rules.

- To make and take all opportunities to promote the employment support service and other services provided by the supported employment team.
- To maintain accurate records of all work undertaken.
- To attend regular team meetings and to undertake relevant training and development programmes as identified
- In general to undertake other such duties as may be required by the service manager.
- To demonstrate Brighton and Hove Council values in all work undertaken.

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.

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.

This job description sets out the duties of the post at the present time.

PERSON SPECIFICATION

POST TITLE: Employment Officer

DIRECTORATE: Families, Children and Learning

SECTION: Supported Employment Team

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- Significant knowledge of Employment Legislation, including Health and Safety and the Equalities Act, at a level sufficient to engage with employers and support them with issues in the work place
- A sound understanding of the local labour market and the skills required by employers in filling their vacancies
- Significant awareness of the impact that disability or ill health can have on a person and an understanding of how these barriers can affect a person's opportunity to gain employment
- Detailed knowledge of Out of Work benefits and work related allowances sufficient to support people in making decisions regarding employment

Experience

- Relevant experience of working within the field of providing advice or information services or Supported Employment
- Direct and substantial experience of identifying learning and support needs and identifying solutions which could include: job coaching; task analysis; support to access training or employment.

Skills/Abilities

- Proven ability to work as part of a team to meet agreed service targets.
- Proven organisational skills, including effective time management and ability to manage own workload and performance
- Ability to monitor, review and to produce documentation to an agreed standard both in writing and on a computer
- Proven ability to network and communicate effectively with other professionals, employers and members of the public including excellent personal presentation and customer care skills
- Ability to be flexible with the range of work and hours of work to coincide with the needs of the service

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.