

## **Employment Advisor**

**Salary: Band 7 £25,491 - £29,577**

**37 hours per week**

**Fixed term for 1 year until March 2022**

DBS Disclosure at basic level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

### **The Service**

Portsmouth City Council's Employment, Learning and Skills delivers a wide range of DWP, ESFA and ESF funded programmes. The programmes we work on provide support to residents of Portsmouth and neighbouring areas many of whom are either long term unemployed, have a disability or health condition such as experiencing mental health issues or have other barriers as to why gaining sustained employment is proving to be a challenge. Services included targets interventions for young people and other excluded or vulnerable groups to provide Portsmouth and surrounding areas with an inclusive workforce.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work then this could be the role that meets your expectations.

### **What is the role?**

Working in the DWP funded JETS programme (Job Entry Targeted Support), you will provide an end-to-end employment focused service to participants on one of our programmes - to which referrals can be mandatory or voluntary. You will complete an initial in depth assessment of each participant on your caseload, develop a participant profile and individual action plan and offer ongoing information, advice and guidance to develop skills, confidence and motivation.

You will be accountable for moving participants in to paid employment, supporting them in making the transition from benefits into work and maintaining ongoing in work support to a point where they no longer require face to face support and intervention to secure job sustainability.

You will develop and maintain an in depth knowledge of the local labour market, benefits system and entitlements, establish effective working relationships with local employers, recruitment agencies and Jobcentre Plus. You will also be required to market and promote the service to employers and suppliers by representing the team at appropriate events including job fairs, careers conventions and employer open days.

## Who is the person?

You will have:

- Experience of working with people and moving them into sustained employment.
- Strong employer engagement skills to support essential job search as a KPI (Key performance indicator) and the ability to develop positive employer relationships maximising employment opportunities.
- The ability to manage and support a caseload of participants and professionally and effectively challenge their barriers to employment.
- Be able to demonstrate an understanding of sometimes complex processes and procedures and the need for compliance to ensure delivery standards are met.
- Experience of influencing and motivating others effectively and able to overcome objections positively.
- To be able to carry out regular one to one reviews, carry out diagnostic assessments, develop individual action plans, performance reviews and use feedback from employers and work placement hosts to further develop individual's needs.
- A sound knowledge of Equalities and Health and Safety policies with experience of carrying out risk assessments.
- The ability to work at pace; in a systematic way, prioritise and organise workload and work to deadlines.
- Strong IT skills – be able to use customer databases as well as being proficient in Microsoft Excel and Word and online communication platforms (including Teams).
- The ability to work on own initiative and within a team, flexibility to cope with the varying demands of the role and be driven to succeed and set high personal standards so that targets are met.
- The ability to converse at ease with customers from diverse backgrounds and age groups, and provide advice in accurate spoken English is essential for the post.
- Driving Licence and use of a car for business travel around the City is required - this is because you will be regularly visiting employers, work placements hosts and customers to carry out employment engagement, placement host reviews and customer in work reviews as well as on occasion to accompany customers to interviews

Desirable

- Relevant experience in an employment/recruitment/training role
- Relevant qualifications or the willingness to work towards including:
  - IAG level 4 or 6
  - Employment Support qualifications
  - Teaching qualifications including PTTS
  - Coaching or mentoring qualifications

**How to apply:** Please see attached documents at the bottom of the Job page and ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile. **PLEASE DO NOT JUST SUBMIT A CV.**

## **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

