

Employability Officer

Reference No.	I329.01	Type	Individual
Service	Employability Service		
Job Family	Professional 1	Grade	FC7

Purpose

Assist clients with multiply barriers to achieve their employment goals through the delivery of employability programmes, an end to end service that includes helping people to access training, work experience and paid employment.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Encourage and facilitate progression for people with barriers into a range of employment opportunities. The post may also require on the job support and job coaching.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

Significant experience of working with young people and adults with multiple barriers issues using person centred planning

✓

Working with employers to set up work placements/paid jobs to help clients disadvantaged in the labour market to find and keep work (Deliver results – See ‘How We Work Matters’ Framework)

✓

Knowledge of DWP benefits

✓

Knowledge of SDS operating systems

✓

Previous relevant experience of liaising with external organisations

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Conduct individual assessments through vocational profiling and develop back to work action plans to support people into paid employment.	Experience of delivering training for employment Working on outcome funded delivery programmes Developing and delivering employability programmes (Focus on Customers) Working with partner organisations to deliver employment programmes (Work Together) Delivering employment programmes for people using the supported employment model (Take Ownership)		✓ ✓ ✓ ✓ ✓
Ensuring all health and safety considerations within employment are assessed for individual clients through a risk assessment approach. Review placement activity through observation and consultation with all relevant parties.	Educated to higher grade level or equivalent relevant experience Relevant SVQ/HND Qualification IOSH accreditation Career guidance	✓	✓ ✓ ✓
Maintain and update electronic and hard copy client records, in line with Skills Development Scotland contract requirements. Provide a robust evidence trail of all activities and work undertaken	Excellent communication skills: verbal/written/ Presentation (Focus on Customers) Good organisational skills Ability to travel extensively throughout Fife and work in a variety of work locations Ability to manage own caseload and use initiative Work under pressure	✓ ✓ ✓ ✓ ✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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	Computer competent (Embrace Technology & Information) Excellent customer service	✓ ✓	
Liaise with other professionals both within Fife Council and with external agencies in assisting individuals toward employment goals and develop the service through networking/partnership opportunities	Previous experience of working in multidisciplinary team Good report writing skills Quality management framework Understanding of Equality Act 2010 and the application of reasonable adjustments and accommodations in work Understanding of the principles of marketing and promotion Confidentiality and Data Protection		✓ ✓ ✓ ✓ ✓ ✓
Establish a network of employers from existing and new sources, liaising regularly through direct contact to create and use existing opportunities for work through placements and paid jobs on an individual's behalf.	Ability to work as part of a team Ability to make initial contact and establish partnerships with external parties Previous experience in delivering presentations, supporting event management	✓ ✓	 ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Role Profile

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Contribute to the continuous improvement culture of the service through participation in project groups to drive excellence in service delivery.
Provide caseload and work reports as requested on work achievements including analysis of outcomes.

Assist the team in promoting the service to partner agencies, including public, private and third sector organisations. Contribute to networking meetings and events with partner agencies.			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<p>Significant experience working with young people and adults with barriers to employment in the field of employability is essential.</p> <p>Competent computer and keyboard skills are essential due to the expectation of data collation through the use of electronic systems, electronic documents, email and report writing.</p> <p>The ability to travel extensively throughout Fife and work in a variety of locations is essential.</p>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results

Role Profile