



Role Profile

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| Job Title Senior Disability Employment Co-ordinator | | | |
| Reference No. | SS544 | Type | Individual |
| Service | Supported Employment Service | | |
| Job Family | Professional 2 | Grade | FC8 |

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| Purpose |
| To provide management support to Disability Employment Co-ordinators, Employment Support Workers and Instructors who have a responsibility to assist people with disabilities and health issues achieve their employment goals |
| To contribute to the on-going development of the service though the development and management of improvement projects |

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| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken: |
| To co-ordinate and ensure effective delivery of supported employment |
| To develop and ensure delivery of specific employability programmes as the need arises |
| To monitor, review and support all staff work activities through supervision and audit including on site audits and audit of electronic and hard copy records |

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| Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
| Significant experience of delivering services that enable people with disabilities and health issues to prepare for, access and sustain employment | Y | |
| Supervising staff | ☒ | |
| Experience of implementing a range of people management policies and procedures | ☒ | |

E = Essential Criteria D = Desirable Criteria

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|---|--|----------|----------|
| To implement people management policies and procedures as identified by the service and the council | Managing a budget/knowledge of external funding sources | | y |
| To develop and ensure that adequate systems are in place to check the health, safety and welfare of people progressing into work is assured | Developing and delivering employability programmes | | y |
| To promote and encourage awareness of the underpinning principles of supported employment in line with recognised service expectations and to a range of private, public and third sector organisations | Project management | | y |
| To liaise with and develop partnerships with relevant organisations within education, health, social care, business and the voluntary sector to create development opportunities on behalf of the service | Knowledge and experience of dealing with the issues affecting people with disabilities and health issues access and sustain employment | y | |
| Implement appropriate Quality Standards as identified within the service Quality Management Framework | Full understanding of the Good practice principles in the delivery of Supported Employment and all associated activities required to support people into paid work | y | |
| Develop, deliver and manage projects with external funding | Ability to demonstrate involvement in project/service development in either a management or co-ordinating role | y | |
| Undertake a range of management and individual work activities in line with Fife Council and service expectations | Computer competent | y | |
| Provide appropriate levels of support and supervision to Disability Employment Co-ordinators and other staff, including formal supervision and performance action as required | Ability to work towards achieving recognised performance and outcome expectations | y | |
| Provide written reports/statistical information as required by the Team Manager | Experience of supervising a multi-disciplinary team | y | |
| Contribute to the monitor and review of service objectives against identified outcomes, targets and expectations | Educated to Degree/ Diploma level or equivalent relevant qualification or equivalent relevant experience | y | |
| Monitor budget expenditure and highlight financial issues arising | Qualification in Supported Employment Relevant SVQ, HND, HNC Management qualification, | | y |

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|---|---|----------|----------|
| | IOSH accreditation | | |
| To quality assure delivery and ensure that staff are assisting people to explore, plan and achieve their employment goals | Experience of working within a Quality Management Framework | | y |
| | HR policies and procedures to support recruitment and retention of people with disabilities and health issues | | y |
| | Excellent written, verbal and presentation skills | y | |
| | Ability to motivate staff and support staff to achieve performance and outcome targets | y | |
| | Effective proven communication with professionals, public, private and third sector organisations | y | |
| 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: | | | |
|--|---|----------|----------|
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| Job Title (Specialists Tasks) | | | |
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| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required |
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| Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement. |

E = Essential Criteria D = Desirable Criteria

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.