PERSON SPECIFICATION

Senior Supported Employment Specialist (Connect to Work)

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

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Qualifications and training

Method of Assessment – D, I

Essential:

Educated to Level 4 and a Level 3 qualification relevant to the role.GCSE 9 to 1 grade scale explained - GOV.UK

Desirable:

A degree in a relevant subject.

Training in either the Individual Placement and Support (IPS) approach or the Supported Employment approach.

Experience and knowledge

Method of Assessment – I

Essential:

At least two years' experience of working with Disabled people and/or people with significant barriers to employment, or a similar group within health, social services or the voluntary sector; or at least two years' experience of working in employment services.

Proven experience of meeting and exceeding outcomes and targets.

Strong networking abilities.

Experience of managing multiple tasks concurrently.

Experience of staff supervision, management and/or mentoring.

Knowledge of Disabled people, people living with long-term health conditions, or people experiencing other barriers to employment.

Good understanding of the principles and practice of supported employment.

Working knowledge of a broad range of occupations and jobs.

Ability to use IT applications including Microsoft Word, PowerPoint and Excel.

Desirable:

Experience of delivering training.

Previous experience of delivering a service using a Supported Employment model.

Specialist skills and abilities

Method of Assessment – I

Essential:

Strong leadership skills.

Excellent motivational, communication and listening skills.

Outstanding interpersonal skills and the ability to build rapport with a range of people.

Ability to model recovery-focused practice, including co-production.

Ability to build close, trusting and productive relationships.

Team-oriented and able to work collaboratively within a multidisciplinary team.

Ability to work independently and use initiative to develop and promote a service.

Excellent understanding of quality assurance processes and procedures.

Personal skills and attributes

Method of Assessment – I

Essential:

Non-judgemental and trustworthy.

Empathy with the needs of people experiencing barriers to employment.

Passion and drive to make a positive difference to people's lives.

Positive mindset with the ability to motivate, engage and inspire.

Highly motivated, with a genuine belief that anyone can find paid employment with the right support and opportunity.

Resilient and tenacious when facing setbacks and frustrations.

Commitment to integrity and excellent service delivery to clients, employers and referral teams.

Self-aware of personal strengths and development needs, with an active commitment to personal and professional development.

Willingness and ability to travel within the area.

Decision making impact and innovation

Method of Assessment – I

Essential:

Ability to work independently, use initiative and make sound operational decisions within the scope of the role.

Ability to identify barriers, develop practical solutions and contribute to continuous service improvement.

Ability to balance competing priorities and manage multiple tasks while maintaining quality and achieving outcomes.

Desirable:

Experience of contributing to service development or improvement.

Fluency Duty

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

This criteria applies in accordance with the statutory Fluency Duty for public facing roles

Special working conditions

Method of Assessment – I

Essential:

Ability to work from home on a regular basis, with the requirement to attend the primary work base as and when required.

The postholder will be required to work flexibly across Council locations within the County, services or work settings where reasonably required to meet organisational needs. This may include temporary cover to provide service continuity arising from absence, vacancies, service pressures, a pandemic, epidemic, major incident and/or emergency. Any alternative duties will be appropriate to the employee's skills, competencies and experience.

Willingness and ability to travel within the area.

Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.

The postholder will be required to work flexibly across Council locations within the County, services or work settings where reasonably required to meet organisational needs. This may include temporary cover to provide service continuity arising from absence, vacancies, service pressures, a pandemic, epidemic, major incident and/or emergency (not an exhaustive list). Any alternative duties will be appropriate to the employee's skills, competencies and experience.