PERSON SPECIFICATION

Supported Employment Specialist

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

---

Qualifications and training

Method of Assessment – D, I

Essential:

- A good basic education.

Desirable:

- Degree-level education or Level 3 Certificate in Supported Employment.

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C.

Experience and knowledge

Method of Assessment – I

Essential:

- Experience of working with, or understanding of, people who may experience additional barriers to employment.

- Experience of working with someone on a one-to-one basis.
- Experience of managing multiple tasks concurrently.
- Understanding of the employment needs and challenges faced by people with health conditions, Disabled people and/or people from a disadvantaged group.
- Knowledge of a broad range of occupations and jobs.
- Understanding of employer needs and the business case for engaging with a supported employment provider.
- Ability to use IT applications including Microsoft Word, Microsoft Teams and Excel.

Desirable:

- Experience of supporting people to obtain or retain employment.
- Personal lived experience of barriers to employment.
- Previous experience of delivering a service using a Supported Employment model.
- Proven experience of meeting and exceeding outcomes and targets.
- Knowledge of the benefits system and disability- or employment-related benefits.
- Understanding of supported employment.
- Familiarity with employment and disability legislation.

Specialist skills and abilities

Method of Assessment – I

Essential:

- Good motivational, communication and listening skills.
- Outstanding interpersonal skills and ability to build rapport with a range of people.
- Good organisational ability.
- 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.
- Ability to meet targets and deadlines.

Personal skills and attributes

Method of Assessment – I

Essential:

- Non-judgemental and trustworthy.
- Empathy with the needs of people facing barriers to employment.
- Passion and drive to make a positive difference to people's lives.

- Highly motivated, with a genuine belief that anyone can find paid employment with the right support.
- Resilient and tenacious when facing setbacks and frustrations.
- Self-aware of personal strengths and development needs, with an active commitment to personal and professional development.

Decision making impact and innovation

Method of Assessment – I

Essential:

- Ability to work independently, use initiative and make sound decisions within the scope of the role.
- Ability to tailor employment support to each individual's skills, aspirations, needs and preferences.
- Ability to identify barriers and work collaboratively with clients, employers and partner services to develop practical solutions.
- Ability to organise and prioritise a varied caseload while meeting targets and deadlines.

Desirable:

- Experience of contributing to service development or co-production.

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:

- Willingness and ability to travel within the region.
- 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.

- 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.