

## EMPLOYMENT SUPPORT ADVISOR PERSON SPECIFICATION



You will need to demonstrate in your application and at interview that you possess the essential criteria for this post as detailed below. In addition, demonstration of the desirable criteria will also assist you in your application. Your supporting statement should be concise, explain why you are suitable for the role with particular reference to the job description and person specification.

### Key

A = Application

P = Presentation

T = Test

I = Interview

Criteria	Requirement	Essential/ Desirable	Measurements
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Information and Advice Qualification at Level 3 or above</li> <li>2. Strong levels of Literacy, Numeracy, and IT to facilitate the completion of high-quality applications in conjunction with participants</li> </ol>	Desirable Essential	A AI
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience of working with people providing information, advice &amp; guidance</li> <li>2. Experience of working to targets and deadlines as set out by contract profiles</li> <li>3. Experience of outreach work</li> <li>4. Experience of providing 1:1 support and using action planning methods to enable individuals to achieve their goals</li> <li>5. Experience of referring and supporting unemployed individuals to access other providers</li> <li>6. The ability to identify an individual's barriers to work and to signpost to relevant local support agencies</li> <li>7. Experience in the use of Microsoft Office packages and the ability to use online computer systems, inputting real time data and completing reports and case studies to evidence work completed</li> </ol>	Essential Essential Desirable Essential  Essential Essential  Essential	AI AI A AI  AI AI  AI
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Knowledge of the benefits agency and all disability/ employment related benefits</li> <li>2. Knowledge of the effects of being NEET or Unemployed on people.</li> <li>3. An understanding of the employment needs, and challenges faced by people who are long term unemployed.</li> <li>4. Knowledge of the local area</li> </ol>	Desirable Essential Essential  Desirable	AI AI AI  A
<b>Skills</b>	<ol style="list-style-type: none"> <li>1. Effective communication skills with the ability to build relations with clients to enable both support and challenge to be provided as applicable</li> <li>2. Have effective advocacy skills and use innovative practise to engage people into relevant services</li> <li>3. An organised approach with the ability to effectively plan and manage a personal diary to meet the needs of a busy case load</li> <li>4. The ability to work alone unsupervised and complete all tasks agreed within deadlines whilst maintaining high quality standards</li> <li>5. The ability to create and maintain effective working relationships with partners to ensure that clear pathways of progression into learning and employment can be achieved</li> <li>6. Flexible approach to all tasks and duties with a team ethos and a willingness to undertake training and development activity</li> <li>7. Full clean driving licence, use of own vehicle with adequate insurance for travel across the whole of Kirklees during working hours</li> </ol>	Essential  Essential Essential  Essential Essential Essential  Essential	AI  AI AI  AI AI AI  A