

## **Regeneration, Planning and Development**

### **JOB DESCRIPTION**

**Post:** Employment Advisor

**Grade:** PO2

**Responsible to:** HEST Delivery Team Manager

**Key purpose:** To engage socially excluded residents in the community and deliver one-to-one information, advice and guidance to overcome barriers to employment and support them into work. To work closely with other providers to ensure a seamless service to clients and employers.

### **BASIC OBJECTIVES**

1. To contribute to the employment achievement of targets on the local economy. In particular those to do with reducing work related benefit dependency in the worst performing neighbourhoods and supporting local workless residents into sustained employment.
2. To help ensure that the learning from the service is shared widely with local partners.
3. To contribute towards an organisational culture based on the values of service quality and equality.

### **SPECIFIC RESPONSIBILITIES**

1. To offer access to engage residents and support them in overcoming their barriers to employment.
2. To provide one to one employment support to clients.
3. To case manage clients and arrange regular meetings to review and progress action plans.
4. To deliver contracted sustained employment outcomes as directed by Delivery Team Manager and Economic Development Manager
5. To work/lead on a specific priority area:
  - Employment support in the construction industry

6. To work closely with employment and skills agencies and providers operating in the borough.
7. To make appropriate referrals to other services able to support clients' in overcoming their barriers to employment.
8. To initiate relationships with employers as necessary to support clients' job search.
9. To deliver ongoing in-work support to clients, and employers where necessary.
10. To record all work on Jobs for Haringey standardised paperwork.
11. To develop innovative examples of best practice and share these with team members and partners as appropriate.
12. To work closely with colleagues in the wider Economic Development Service and to contribute to the overall work of the service.
13. To contribute to the services working relationship with lead members and key partners.
14. Make effective contributions to formal and informal Officer and Member meetings, providing accurate advice and information as required and prepare and deliver reports for Council committees and other meetings.
15. To represent Haringey Council at external partnership meetings as appropriate.

## CANDIDATE SPECIFICATION

**Post:** Employment Adviser

**Grade:** PO2/3

## **Experience**

### **Essential**

- Experience of delivering programmes/projects supporting people into sustained employment
- Experience of working with people in deprived communities.
- Experience of working with partner agencies to inspire them to contribute to common goals
- Experience of implementing partnership projects
- Experience of contributing to the development and management of multi-agency partnership projects or programmes
- Experience of mainstreaming equalities issues
- Experience of working in more than one of the public, private and/or voluntary sectors

### **Knowledge**

- Detailed knowledge of national policies on regeneration and economic development
- Working knowledge of the construction industry employment sector
- Understanding of the political environment of local government
- Understanding of equalities and diversity issues in the context of local regeneration projects and their implications for local government.
- Detailed knowledge of National and local government policies on regeneration and economic development
- Detailed knowledge of key economic development issues in relation to employment & skills including interventions/programmes tackling worklessness and welfare reform
- Good working knowledge of the main economic development funding agencies and their priorities
- Understanding of equal opportunities issues in urban context and its implications for local government

### **Skills**

- Excellent communication skills (verbal and written) including good inter-personal skills to work effectively with people from partner organisations and local communities
- Ability to analyse information and competing viewpoints to draw conclusions and negotiate priority actions
- Good team working skills
- Proven organisational skills
- Ability to use IT applications and to be self-servicing in respect of word, processing, spreadsheets, email and the internet
- Open to new ideas and approaches

- Willingness to share information and learning