

Regeneration, Planning and Development

JOB DESCRIPTION

Post: Employment Advisor

Grade: PO2

Responsible to: HEST Delivery Team Manager

Key purpose: **To provide an identification, screening and matching service for local residents seeking employment in the construction industry** and deliver one-to-one information, advice and guidance to overcome barriers to employment.

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 contribute towards an organisational culture based on the values of service quality and equality.

SPECIFIC RESPONSIBILITIES

1. To support residents so that they are able to match their aspirations, knowledge and experience with the skills required and opportunities presented by local construction companies and developers.
2. To develop and maintain a good knowledge of current customised construction related training opportunities for local residents.
3. To provide one-to-one employment support to clients.
4. To case manage clients and arrange regular meetings to review and progress action plans.
5. To deliver contracted sustained employment outcomes as directed by HEST Delivery Team Manager.
6. To work/lead on a specific priority area:
 - Employment support in the construction industry

7. To work closely with other employment and skills agencies and providers operating in the borough, particularly in identifying local pool of talent for opportunities in the construction related industry.
8. To make appropriate referrals to other services able to support clients in overcoming their barriers to employment.
9. To initiate relationships with employers (with a particular focus on those operating in the construction industry) as necessary to support clients' job search.
10. To work closely with the Senior Section 106 Employment and Skills Officer to support developers and their main contractors meet their S106 employment and skills commitment through the recruitment of local residents.
11. To work closely with the Apprenticeships Coordinator and other HEST Employment Advisors to support local people access apprenticeships and employment opportunities created as a result of Haringey Council's community wealth building agenda.
12. To deliver ongoing in-work support to clients, and employers where necessary.
13. To record all work on Jobs for Haringey standardised paperwork.
14. To develop innovate examples of best practice and share these with team members and partners as appropriate.
15. To work closely with colleagues in the wider Economic Development and Socio-Economic Services and to contribute to the overall work of the service.
16. To contribute to the services working relationship with lead members and key partners.
17. 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.
18. To represent Haringey Council at external partnership meetings as appropriate.

CANDIDATE SPECIFICATION

Post: Employment Adviser

Grade: PO2/3

Experience

Essential

- Experience of recruitment in the construction industry
- Experience of working with people in deprived communities.
- Experience of contributing to the development and management of construction related 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

- Current knowledge of the construction industry and the challenges of recruiting within the industry
- Understanding of job readiness and how clients are prepared for the construction industry job market
- 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 key economic development issues in relation to employment & skills including interventions/programmes tackling worklessness and welfare reform
- Understanding of equal opportunities issues in urban context and its implications for local government

Skills

- Excellent communication skills (verbal and written) including good interpersonal 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