**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Employment Advisor |
| Salary: | £32,076 - £34,834 |
| Grade: | 9 |
| Hours: | 37 hours per week |
| Team: | Oxfordshire Employment |
| Service Area: | Oxfordshire County wide |
| Primary Location: | Graham Hill House, Electric Avenue Oxford. Agile working is encouraged |
| Budget responsibility: | None |
| Responsible to: | Contract Delivery Manager |
| Responsible for: | Duties as detailed below |
| Political Restricted Post: |  |

## Job Purpose

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| To provide employment advice/ job finding and support services.  To lead and support employment support workers in the delivery of their duties.  **This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies**  Work in accordance with the corporate values and competency framework. [Link to County Council Values](https://www.oxfordshire.gov.uk/cms/content/county-council-values) |

## Job Responsibilities

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| * To hold a caseload of clients seeking employment. (See annex A) * To seek potential employment opportunities for clients, working closely with the individual and the employer, prime contractors and statutory bodies. * From initial meetings, review applicants' abilities, needs and wishes in respect of employment and respond accordingly, linking customers to employment/training and development opportunities. * Provide advice on employment issues to customers, their carers and other organisations. Signpost individuals to other sources of advice where appropriate. * Identify specific needs and risks. Create and maintain risk assessments with the individual to ensure safety in the workplace. * Where required train and support customers in getting to a placement and provide on the job support. * Create and maintain records/processes in line with organisational and contract requirements, both using on-line data bases and hard copy record systems. * Deliver job related outcomes in line with individual and team performance targets. * Supervise and provide line management to Employment Support Workers in the delivery of their duties.   Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location.  It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:   * To be part of and promote a positive and pro-active health and safety culture; * Undertake necessary health and safety training; * Ensure you are familiar and comply with the Council’s health and safety policies and procedures; * Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services; * Follow all appropriate safety instructions and use safety equipment provided; * Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.); * Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home; * Check for and risk assess any known and potential hazards before visiting new service users and premises; * Ensure you leave details of visits and timescales when working away from your office base; * Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact; * Support your line manager in the delivery of good health and safety practice and the minimising of risks; * Any other duties as may be deemed necessary to carry out the full remit of the role. * Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work; * Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Good numeracy and literacy skills, including IT skills. Specific qualifications/knowledge in relation to the provision and delivery of supported employment | A I |
| Experience of leading/managing people, either in employment or adult social care roles. | A I |
| Willing to undertake training and personal development and to engage in meetings. Ability to work flexibly to meet the needs of the service, working in employment settings off-site if needed | A I |
| Ability to manage and mentor workers in the provision of employment support and advice | A I |
| An understanding of health and safety practice in the workplace and an ability to understand and follow relevent policy guidance, including preparation and monitoring of risk assessments. | A I |
| Ability to lead and make decisions in the absence of the manager/team leader, be self-motivated and have a flexible and ‘can do’ approach. | A I |
| Provide a satisfactory enhanced adult criminal record check | A |
| Able to support people in a work environment either on site or in the customers place of employment | A I |
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| Desirable Criteria | Assessed By: |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

April 2022