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# Job Description

**JOB DESCRIPTION**

# Job Title : Employment Officer

Responsible To : Employment & Skills Manager

Location : Belfast/Hybrid/On-site (DA/Employers etc.)

Hours : F/T 35 hours per week and Part time positions

Salary : Band 5 EO scale - £30,572 full time equivalent

Duration : Initial contract to March 2025 with potential further 12 month extension, subject to funding.

**Main Purpose of the Job:** The post holder will directly deliver engagement and tailored support activities in a designated geographical area, to achieve a steady flow of participants, working collaboratively with local partners, CVS organisations, statutory agencies and JBOs etc. They will be responsible for managing and maintaining their own caseload and will collaborate across the wider team to achieve a range of pre-employment, job related skills activities, self-employment, in-work and sustainability KPIs, quality measures and targets. They will also work directly with local employers in all sectors and roles to secure job opportunities, job retention opportunities, overcoming barriers and negative attitudes to disabled people and economically inactive people with long-term health conditions to gain, sustain and progress in paid work.

**Reporting Arrangements:**  The Employment Officer will be responsible to and report to an Employment and Skills Manager.

Key duties and responsibilities: The key duties and major responsibilities of the Employment Officer will include:

1 Plan, develop and deliver targeted activities in a designated geographical area to achieve a steady flow of participants, working collaboratively with local partners, CVS organisations, statutory agencies, and JBOs etc. to secure participants to achieve a range of clear monthly and annual KPIs, quality standards and targets.

2 Provide tailored and timely 1:1 support and group work to participants and manage own caseload to achieve positive outcomes into jobs, self-employment, job sustainability and progression. Utilising the full range of supports available pre and in-work via for example EMPOWER (SPF), Workable NI, Employment Support, job related skills training, and in partnership across the local team and with partners, local colleges and training providers, DfC via Condition Management Programme, AtW etc as needed to meet individual needs.

3 Record day-to-day activities, outputs and outcomes accurately on DA standardised systems, processes, paperwork and shared platforms as directed by the Employment and Skills Manager and wider DA management teams.

4 Plan, develop and deliver bespoke disability and employment focused interventions with local employers of all sizes to secure new job and retention opportunities and overcome negative attitudes and barriers to disabled people in any role or sector. Actively promoting diversity and inclusion and positive action approaches to improve the employment rate of disabled people and economically inactive people with long-term health conditions.

5 Collaborate with team members and DA Employment and Skills Managers and partners to undertake ongoing monitoring, reporting and evaluation of own and team activities and learning. Including use of ‘peer reflection support networks’, to contribute to ongoing self-evaluation and improvement planning, best practice and future services development.

6 Actively participate in regular reviews of own activities, outcomes and performance, to identify knowledge and skills gaps and development opportunities to grow professional skills and impact.

7 Adhere to agreed corporate quality standards and best practice.

8 Undertake any other duties as may be required from time to time by Disability Action in line with the status of the post.

*NB: - The organisation reserves the right to vary these terms and conditions of employment at its discretion in circumstances where such variation is in the interests of improving the efficiency of the organisation's business. The organisation also reserves the right to review, revise, amend or replace policies / procedures from time to time reflecting the changing needs of the business.*



**PERSON SPECIFICATION**

This person specification indicates the essential and desirable qualifications, experience, skills, abilities, knowledge, values and/or attitudes that you require to carry out the duties of this post. When completing your application form it is therefore important to indicate how you meet each of the criteria listed below by providing **detailed specific examples (including dates) that relate to your academic, professional, voluntary or personal life**.

Within its values Disability Action recognises that certain individuals with disabilities or health conditions may not have had the opportunity to achieve certain qualifications or may be unable to meet other criteria such as possession of a driving licence. If you feel that you, as a person with a disability or health condition, have experienced these barriers we would encourage you to tell us about it and to tell how your other skills and attributes prepare you for this post. This will help us to make any necessary reasonable adjustments and / or positive action measures to this recruitment process.

(a) Essential Requirements

1 Experience of directly supporting and assisting disabled people or people with health conditions into and to sustain employment, self-employment, further/higher education or job related or vocational skills training (**OR** as a person with a disability or health condition have personal experience of addressing specific related issues and barriers faced by in employment, self-employment, further/higher education or skills training).

2 The ability to communicate effectively, both orally and in writing, to disabled people and people with health conditions, employers, further and higher education providers, and training providers, support organisations, statutory agencies, local councils, health professionals etc

3 Ability to effectively plan own workload and achieve KPIs and targets to meet service, funder and organisational aims and objectives.

4 The ability to develop good working relationships and work as part of a team.

5 IT skills and experience in the effective use of a range of IT tools, (e.g. Microsoft Office Suite, Windows OS, and Android OS), enabling effective hybrid and onsite working to achieve high quality and timely service delivery.

6 Possession of a full driving licence and access to a car for business travel.

(If the effects of a disability preclude an individual from holding a driving licence, then they should indicate how they can meet the mobility requirements of the post – i.e. the ability to travel throughout Northern Ireland, during normal working hours and on some occasions at evenings and weekends.)

(b) Desirable Requirements

7 A relevant third level qualification or a recognised accredited qualification in a relevant area such as Employability Support, Supported Employment, Teaching, Job/Sector Related Skills Training, Mentoring, Coaching,Careers Guidance or Self-Employment/Enterprise

8 Knowledge of relevant employment legislation and experience or knowledge of the Government programmes to assist disabled people and people with health conditions into employment, further/higher education or skills training.

9 Knowledge or experience of the social security benefits and tax credits relevant to job seekers.

10 Knowledge of the Disability Discrimination Act and other relevant employment legislation.

*NB: -* ***Criteria based selection*** *is used as a means of ensuring that the best candidate is selected on the basis of their ability to do the job required. This method of selection requires individuals to demonstrate their knowledge, skills or competence through completion of an application form and, if shortlisted, by attendance at a structured interview.*

*Criteria based selection tests applicants against a set of criteria, which have been drawn up and agreed as being necessary for a specific post. The criterion details the knowledge, skills and competences that an individual will need to possess to be effective.*

*The ‘****Person Specification’*** *details the criteria for the post. The* ***essential criteria*** *reflect what an applicant must possess in order to apply. Essential Criteria may thus be regarded as ‘eligibility’ criteria. Individuals must demonstrate that they satisfy all of these criteria fully in order to be shortlisted.*

*The* ***desirable criteria*** *reflect that which would be advantageous for the successful applicant to possess. If the eligible field of applicants remains too large after the initial ‘eligibility’ shortlist, the desirable criteria may be applied to further shortlist.*

*The aim of the application form is for you to demonstrate your ability to meet each of the criteria listed above and you must provide specific examples including dates of how you meet these criteria.*

(c) Competence Profile

Those candidates who are selected for interview will be expected to be able to demonstrate the following competences at interview.

(i) Planning & Impact Skills: In particular, the ability to:

* Plan and manage multiple activities, resolve conflicting priorities in a practical way and organise activities effectively.
* Create detailed action plans – both short and long term for self and others that meet SMART objectives and impacts.
* Manage and maintain own performance against agreed plans, KPIs targets, objectives and standards
* Utilise a range of planning and time management tools.
* Use templates, proformas, systems and processes effectively to record and report on own performance and achievements.

(ii) Collaboration & Influence: In particular, the ability to:

* Develop collaborative relationships with employers and employer networks and intermediaries to help to achieve KPIs and targets.
* Involve others in decision making, recognising the concerns and perspectives of others.
* Engage in robust negotiations that help influence positive decision making and achieve win-win solutions internally and externally to deliver and maintain high quality services.
* Build and maintain relationships with colleagues (including volunteers) to foster effective team working and achievement of agreed outcomes.

(iii) Information & Communication: In particular the ability to:

* Communicate effectively with individuals and groups demonstrating an ability to tailor the style and content of the message and being sensitive to the communication requirements of different audiences.
* Deliver and present information clearly, logically, and in various formats.
* Explain reasoning and rationale behind own opinions.
* Use information systems to store, collate and report information to meet agreed timescales and demonstrate effective performance.
* Share information with others and seek information /feedback from others, that contributes to ongoing quality and performance improvement actions

(iv) Knowledge & Experience of Supporting People with Disabilities and Health Conditions in Employment: In particular the ability to:

* Demonstrate knowledge of the employment legislation relevant to supporting people with disabilities and health conditions into to sustain and progress in work.
* Demonstrate knowledge of the values, principles and techniques of Employability Support and Supported Employment.
* Identify barriers to employment for people with disabilities and health conditions and to create solutions.
* Identify employer needs effectively and demonstrate knowledge of legislation relevant to employers and solutions that work.
* Respect the equality of opportunity and rights of people with disabilities and health conditions and support their choices and preferences.

