



Job description	
Job title	Restart Trainee IAG Advisor
Grade	F
Directorate	Regeneration and Economic Development
Section/team	Knowsley Works
Accountable to	Restart Team Leader
Responsible for	N/A
Date reviewed	

Purpose of the Job

To assist in providing a high standard of information advice and guidance to residents of Knowsley who are looking to gain employment or training that leads to employment for the Restart Programme.

To undertake and complete an NVQ Level 3 qualification in IAG as part of your role.

To train as an IAG advisor.

To work closely with local employers and training providers in Knowsley in order to match their requirements with the skills of local people.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To complete IAG qualification in the given timeframe during working hours.
2. To assist in conducting individual information, advice or guidance interviews with participants which help them to identify and agree realistic career goals or aspirations.
3. To provide participants with on-going support and assistance which helps identify employment or training related opportunities and also increases their chances of securing employment.



4. To assist with delivering individual and group sessions from a variety of locations across the Knowsley area to help Restart participants achieve their career goals.
5. To conduct follow-up work with participants whilst under supervision to identify their individual exit routes from the Restart programme and provide additional after-care support to participants which helps support their employment retention.
6. To manage your own participant caseload, ensuring that their participants need are met in accordance with the aims of the service.
7. To adhere to the department's administrative and reporting procedures, including the management of participants records and at the same time respecting confidentiality and equal opportunities.
8. To assist the Restart IAG advisors in the monitoring of participants caseloads and provide colleagues with support relating to the management of personal caseloads and record keeping.
9. To maintain contact with employers and training providers in order to identify employment or training opportunities for local residents.
10. To promote the Knowsley Works service to and work in collaboration with, a range of agencies and organisations relevant to the service e.g. Job Centre Plus, Connexions, Voluntary Agencies, agencies working with people with additional needs.
11. To be willing to work at any of the Knowsley Works centres in the borough or other locations where the KW service can be delivered from.
12. To participate in activities/campaigns, which support and promote work of the IAG service.
13. To be supportive of KMBC's equality and diversity policy and to be mindful of these principles at all times.
14. Any other duties that are considered appropriate to the level of the post.

Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,



- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.