



Person specification			
Post title	Lead Employment and Training Advisor	Pay Band	J
Service Area	Regeneration and Economic Development	Section/team	Knowsley Works

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Experience of working in an employment or training related advice and guidance role.	E	A, I
S2	Experience in supporting people into work or voluntary work positions, and experience of working with other partners and agencies, for instance Job Centre Plus.	E	A, I
S3	Experience and the ability to manage and develop both individual staff, and teams.	E	A, I,
S4	Willingness to support senior colleagues in undertaking their duties.	E	A, I
S5	Experience of planning and organising services, for instance, managing client caseloads, staff workloads, and meeting deadlines.	E	A, I
S6	Experience of supporting customers with low levels of confidence and self-esteem.	E	A,I
S7	Experience of being responsible for the upkeep and maintenance of client records.	E	A,I
S8	Awareness of the various progression routes available for people in order to take advantage of employment and training opportunities.	E	A,I
S9	Ability to work under own initiative as well as part of a team, and within a culture seeking continuous improvement.	E	A,I
S10	Ability to demonstrate both written and presentation skills (including IT).	E	A,I, P

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S11	Ability to work directly with individuals to identify aptitudes, interests, skills and abilities.	E	A, I
S12	Ability to engage, consult and co-produce with all stakeholders.	E	A, I
S13	Excellent time management skills and experience of producing thorough and professional reports to meet demanding timescales.	E	A, I
S14	Willingness to undertake structured learning and training relevant to the role.	E	A, I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles.	E	A, I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour.	E	A, I
P3	A demonstrable willingness to share information and work with other people.	E	A, I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.	E	A, I
P5	Demonstrate a willingness to be flexible.	E	A, I
P6	Ability to represent the service to partners and agencies.	E	A, I
P7	Be motivated and share this attitude with colleagues and customers.	E	A, I
P8	Demonstrate a commitment to continuous vocational development.	E	A, I
P9	Mobility. Casual car user allowance/travel payable.	E	A, I
Communication			
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	E	A, I

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Qualifications			
Q1	NVQ level 4 in Information, Advice and Guidance, or equivalent, relevant qualification.	E	A, I, C
Q2	Demonstrable experience and qualifications at appropriate vocational/professional level in relevant work related field.	E	A, I, C
Q3	Evidence of continuous vocational/professional development.	E	A, I, C
Health and safety			
H1	Ability to use equipment as instructed and trained.	E	A, I
H2	Ability to inform management of any health and safety issues which could place individuals in danger.	E	A,I
H3	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities.	E	A,I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
1.7.2021	Patrick McCarten	Head of Employment Initiatives

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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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