

Job Description

Job Title:	Employment Development Officer
Grade:	
Service Area:	Adult Social Care

Overall Purpose of the Job

Main Accountabilities

	Main Accountabilities
1.	To provide appropriate, individually tailored training, development and support for disabled people who wish to enter, or maintain, paid employment in order to help them to achieve their employment goals.
2.	To manage and monitor Health and Safety requirements and appropriate training for disabled employees and programme participants to ensure that their safety at work is not compromised, whilst playing cognisance to their special needs, effects of medication and the physical and cognitive limitations of each disability.
3.	To continue to build upon existing reliable and effective sub-contractor networks within local industry and commerce ensuring compliance with Health and Safety and Equal Opportunities legislation, European and Government Directives and current employment law in order to develop partnerships and raise the profile of the service in the community.
4.	To develop disability awareness in each industrial or commercial location to effectively promote and maximise the rights, responsibilities and vocational opportunities of each disabled employee.
5.	To effectively market the Service's skills and expertise in order to develop new business opportunities.
6.	To maintain an effective consultancy role to promote appropriate reasonable adjustments to working practices and interpret occupational health recommendations.
7.	To maintain records and a high degree of confidentiality in compliance with the Data Protection Act.
8.	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the company.

Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Safeguarding Commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	GCSE or equivalent in English and Mathematics.	NVQ level 3 in Training and Development.
Experience and Knowledge	Working knowledge of the Disability Discrimination Act and Employment law. A clear understanding of Health and Safety and a willingness to undertake training in the implementation of procedures. Supervisory experience in commerce and / or industry to provide experience of providing effective feedback to individuals, delegating tasks and appraising work.	
Ability and Skills	Good communication skills. Able to prioritise workloads in order to meet contractual obligations. Exemplary negotiating and networking skills to build and maintain business relationships.	Able to relate well to a wide range of people of differing abilities.
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Health & Safety	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Person Specification

Disclosure Level

What disclosure level is required for this post?			
☐ None	☐ Standard	☐ Enhanced	☐ Enhanced with barred list checks

Work Type

What work type does this role fit into?			
☐ Fixed	☒ Flexible	☐ Field	☐ Home