

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



## PERSON SPECIFICATION

JOB TITLE: EMPLOYMENT ADVISOR

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)					Certificate
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	
Education & Qualifications	1	Good standard of education to GCSE equivalent, particularly in english and mathematics	E	X					
	2	Information, Advice & Guidance Level 3 or equivalent employment related qualification	D	X					
	3	A recognised training qualification to support delivery to adult learners	D	X					
Experience	1	Substantial relevant experience of successful employment programme delivery	D	X	X				
	2	Proven experience of working with jobseekers and employers in an employment programme setting	D	X	X				
	3	Experience of working with a variety of partners to provide tailor made solutions to meet customer (jobseeker) requirements	E	X	X				
	4	Marketing, communications, external liaison and presentation work	D	X	X				
	5	Working to and meeting industry and internal service level standards	E	X	X				
	6	Experience of successfully achieving programme performance targets	E	X	X				
	7	Proven experience of using systems to record information and generate reports	E	X	X				

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	8	Experience of successfully matching jobseekers to local labour market opportunities.	D	X	X				
Knowledge	1	Substantial experience of using software packages in particular Microsoft Word, Excel, PowerPoint	E	X	X				
	2	Health & Safety and Equal Opportunities legislation and practices	D	X	X				
	3	A sound understanding of the employability agenda and barriers to employment	D	X	X				
	4	Knowledge of local support services	E	X	X				
Personal Skills	1	Ability to work effectively as a member of a team within a complex, changing and challenging environment	E	X	X				
	2	Ability to work on own initiative, taking responsibility for achievement of identified programme targets	E	X	X				
	3	Strong, effective communication skills (written and verbal)	E	X	X				
	4	Ability to maintain confidentiality at all times	E	X	X				
	5	Professional, tactful and patient approach	E	X	X				
Additional Requirements	1	Prepared to undertake occasional work out of hours	E		X				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	X	X				
	3	Full Driving Licence with access to vehicle for work purposes	D	X					
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	X	X				