



Job description	
Job title	Restart in Work Support Advisor
Pay Band	G
Directorate	Regeneration and Economic Development
Section/team	Knowsley Works
Accountable to	Restart Team Leader
Responsible for	Provide support to participants in their employment settings.
Date reviewed	

Purpose of the Job

To develop and implement a programme of In Work support for Restart participants. To manage and develop partnership working with the local authority, businesses and community organisations, and to meet predetermined service delivery targets.

Develop, monitor and evaluate the Restart programme. Maintain, improve and increase access to all resources. Actively promote the full range of employment and training opportunities.

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 actively explore with participant and support networks, their aspirations for employment and to understand their interests, preferences, abilities, and support needs.
2. To mentor and coach participants to assist them in achieving their goals of moving into sustainable employment, whilst ensuring an understanding of other factors that may impact on them.
3. To provide progress updates and information to participants, their employers and co-workers, throughout the job coaching process to ensure appropriate, ongoing support is in place.
4. To identify and work towards the development of any necessary support mechanisms, systems or processes in the workplace.
5. To ensure the development of the programme of support provided, through the development of a quality standard, and general events and promotion.



6. Assist the Employment and Training Outreach Co-ordinator with wider activities, when necessary, to achieve overall section targets.
7. Participate in service wide working groups, and lead groups or project teams as appropriate.
8. Work in partnership with appropriate agencies and Council services.
9. Supervise volunteer opportunities and work placements.
10. Develop services associated with national and regional strategies and key themes for the Knowsley Works service.
11. Attend local, regional and national meetings as appropriate.
12. Compile, maintain and evaluate statistical data and other information and prepare reports as required.
13. Practice and promote fair and equal treatment of staff, customers and partners throughout the course of performing all duties contained within this job description.
14. Act within Council and Service Policies, Standing Orders and all current legislation.
15. Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the Borough, and to work across all areas of the Employment and Skills team when required.

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.



Knowsley Council

- **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.