



Person specification			
Post title	Restart In Work Support Advisor	Pay Band	G
Service Area	Regeneration and Economic Development	Section/team	Knowsley Works

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Experience in regular, tailored contact with participants following their re-entry into work	Essential	A/I
S2	Be able to provide support, signposting and guidance on common issues related to employment	Essential	A/I
S3	Excellent communication, organisational skills and customer service skills.	Essential	A/I
S4	Experience of working in a fast paced environment	Essential	A/I
S5	Experience of identifying when in depth or urgent support is required escalating/referring to specialised provision where required	Essential	A/I
S6	Using appropriate questioning techniques and assessment tools to assess the level of need for participants who are at risk of/have fallen out of work and identifying what support is required for them to regain employment	Essential	A/I
S7	Proficient in the use of Microsoft Office, particularly Word, Excel, Teams and Outlook	Essential	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	Essential	A/I

January 2021





P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A/I
P3	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	Essential	A/I
P4	A demonstrable willingness to share information and work with other people.	Essential	A/I
P5	Demonstrate a willingness to be flexible.	Essential	A/I
P6	Ability to represent the service to partners and agencies.	Essential	A/I
P7	Be motivated and share this attitude with colleagues and customers.	Essential	A/I
P8	Demonstrate a commitment to continuous vocational development.	Essential	A/I
P9	Mobility. Casual car user allowance/travel payable.	Essential	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.	Essential	A/I
Qualifications			
Q1	Hold or working towards NVQ level 3 or above in Information, Advice and Guidance, or an equivalent relevant qualification.	Essential	A/I/C
Q2	Demonstrate a commitment to continuous vocational development.	Essential	A/I/C
Health and safety			
H1	Ability to use equipment as instructed and trained	Essential	A/I
	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A/I

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

Date	Approved by authorised manager	Designation
------	--------------------------------	-------------

January 2021





--	--	--

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.

January 2021

