# **PERSON SPECIFICATION: Routes to Work Employment Engagement Officer POST REFERENCE: 107390**

# **Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures, including a Disclosure and Barring Service (DBS) check.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Good standard of education including GCSE English and Maths at Grade C or above or equivalent (F) (I)  NVQ3 or equivalent in Information, Advice and Guidance (F) | NVQ4 in Information, Advice and Guidance or working towards. (F) (I)  IOSH Working Safely (F) |
| * **Work or other relevant experience** | Practical experience or involvement in working with employers and assisting unemployed people to secure jobs and training. (F) (I)  Supporting the development and co-ordination of employability programmes. (F) (I)  Experience of working with multi agencies including voluntary / community groups, training providers, public and private sector organisations (F) (I) | Some experience of marketing and promoting services to multi agencies (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Evidence of the ability to plan and implement own workload and deliver effective outcomes for customers and meet deadlines. (F) (I)  Knowledge of the unemployment / training issues that face businesses in regard to recruitment and training. (F) (I)  Ability to work to tight deadlines within a flexible and rapidly changing environment (F) (I)  Experience of carrying out health and safety risk assessments (F) (I) | tieodeo  Knowledge of local authority policies and procedures (I)  The ability to use a variety of tools including social media to assist unemployed people find employment (F) (I) | |
| * + **General competencies** | Ability to demonstrate good written and verbal skills (F) (I)  Ability to work effectively as a team member (F) (I)  Able to use information technology appropriately (F) (I)  Ability to travel independently across Tees Valley (F) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.