
 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Children Services	SERVICE AREA: Help & Support – Children and Young People
JOB TITLE: Trainee Personal Adviser	
GRADE: Grade C	
REPORTING TO: Lead Practitioner – Youth Support	
APPRENTICESHIP QUALIFICATION: Children, Young People and Families Practitioner (within the Community) – Level 4 Duration: Fixed term, 24 months (subject to prior to learning)	


1. JOB SUMMARY	
<p>You will assist in the delivery of interventions that will help prepare young people for independence and adulthood, including gaining employment opportunities. You will be placed within our Youth Support Team, working across the community including our Family Hubs, our dedicated youth space and in the young person's home, this apprenticeship role will assist in:</p> <ul style="list-style-type: none"> • Direct work with young people and young adults who are care experienced • Work identified by Personal Advisers • Work that helps young people prepare for independence • Supporting young people seek and gain employment opportunities • Preparing young people for Pathway Plan reviews • Providing welfare support to young people and young adults who are care experienced • Welfare visits to undertake specific tasks or interventions • Transporting young people to education settings, appointments and other activities <p>To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience with a team member.</p>	
2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	To support cases held by Personal Advisers to deliver effective interventions to care experienced young people
2.	Contribute to the achievement of service objectives.
3.	Contribute to the learning and development of people in the team and undertake your own personal development.
4.	Contribute to the achievement of financial objectives.
5.	Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.
6.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.

7.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
8.	You may be requested to assist on specific projects, that will support your qualification
3. GENERAL	
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>	
Job Description dated: May 2023	

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION
DIRECTORATE: Children's Services	SERVICE AREA: Help & Support – Children and Young People
JOB TITLE: Trainee Personal Adviser - Targeted	GRADE: C

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	5 GCSEs Grade C (Level 4) or above to include functional skills English & Maths Level 2 / GCSE Grade C (level 4) or above Level 3 qualification (A-levels or BTec - expected or obtained) or the equivalent level of work experience.		Application and Certificates
Experience	Working as part of a team Experience of managing and prioritising workloads Experience of report writing (all of the above could be in an educational setting)	Experience of working with schools, early years providers, social care, health and other key partners Relevant and recent Voluntary / personal / work experience in a children's social care setting Experience of working in an office environment	Application / Interview
Knowledge & Skills	Effective communication skills - listening, spoken and written Problem solving Effectively plan and prioritise workload Microsoft Office technology solutions		Application / Interview

Behaviours	Demonstrate the behaviours that underpin the Council's Culture Statement Leading by example Collaborative team worker Handle difficult situations sensitively Pragmatic, flexible and resilient Self-motivated, energetic, not easily discouraged		Application / Interview
Other requirements	Flexibility - Ability to work any day of the week including weekends as required Ability for independent transportation to meet requirements of role		Application / Interview
Person Specification dated: May 2023			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children Services	SERVICE AREA: Help & Support – Children and Young People
JOB TITLE: Trainee Personal Adviser - Targeted	
GRADE: C	
JOB LOCATION / BUILDING: STOCKTON-ON-TEES – Bayheath House	
REPORTING TO: Lead Practitioner – Youth Support	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		N
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		N

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		N

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		N
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		N
Working at Heights - Safety Critical: Employee will be required to work at a height .		N
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		N

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		N
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		N
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		N
Lone Working (including Home Working): Employee will be required to work alone.	Y	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) DSE Training and assessment should be completed on commencement – arranged by manager	Y	
Any Other: Please identify any other known risks associated with this job role.		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: 12.05.2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk