

Employment Advisor

Reports to: **Employability Team Leader**

Direct reports: **None**

Evaluation: **430 points**

Grade: **N5**

Reference: **A5374**

Purpose

To support Newcastle residents into employment by delivering an advice and guidance employability support service to assist the Council to meet its corporate and strategic responsibilities

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To deliver one-to-one tailored advice and guidance, address skills gaps and support jobseekers preparation for employment, to ensure continuous progression and seamless transition into sustained employment.
2. To coach and prepare service users for job applications and interviews, including using online systems, and help jobseekers to develop their own employability skills to confidently manage their career independently.
3. To manage a personal caseload of jobseekers, ensuring that they progress towards employment or other outcomes, in line with the standards and policies of the Team, the Council and external accreditors and funders. Through this, to contribute to the key targets, indicators and objectives of the Team.
4. To assess service users' personal development needs and their eligibility for different support services, using a variety of assessment tools such as

personality tests, skills inventories, and diagnostic tools with clients to aid with self-awareness, and career/employment decision-making.

5. To maintain a detailed understanding of the range of training opportunities, funding and support services available, and support jobseekers to access these opportunities.
6. To develop and implement individual tailored employability action plans that promote progression for service users, and regularly evaluate and review these with job-seekers, in order to monitor their progress in or towards employment and training.
7. To plan, promote and deliver advice and training sessions, jobs clubs and jobs fairs and other group activities to support job-seekers.
8. To develop and maintain strong and positive strategic relationships, collaborative working and referral arrangements with internal and external employability providers, partners, training agencies and other initiatives.
9. To maintain accurate records about service users' information, support needs, activities and outcomes, in line with processes and procedures that may be required to meet guidance and comply with legislation and funders' criteria.
10. To develop and maintain an excellent understanding of local labour market trends including skills gaps and labour shortages jobseekers' support needs and any gaps in service to identify and inform service provision.
11. To take responsibility for ongoing personal development and improvement, and contribute to the development and improvement of the Team's service offer.
12. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
13. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.