

Job Title: Employment Broker
Grade: G8

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Directorate Purpose and Values:

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the County Council's Economy, Infrastructure and Skills Directorate (EIS). The vision for EIS is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose:

Skills & Employability purpose is to improve people's lives through learning and training, leading to employment and/or increased personal fulfilment, supporting the growth of Staffordshire's economy and society:

- Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire's '16+' residents, by enabling provider partnerships and through direct delivery.
- Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.
- Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.
- Working with providers and partners to ensure that Staffordshire's social, employment and economic skills demands are met.

The job brokerage resource is part of the Skills & Employability team, and it is responsible for the management and delivery of recruitment and support services to businesses, supporting Staffordshire residents into work and enables employers to recruit skilled employees which will help businesses grow and contribute to improving the local economy.

Reporting Relationships

Responsible to: Employability Officer

Responsible for: N/A

Relationship with:

- Head of Employability Skills
- Employers and Residents
- Learning & skills providers
- Internal and external partners

Key Accountabilities:

1. Support the Employability Officer in the development and delivery of the job brokerage service across Staffordshire to meet the needs of employers and residents by providing a bespoke tailored service to match and screen potential candidates and where appropriate, secure job interview guarantees.
2. Support the Employability Officer with the operation of the job brokerage service by helping to establish operational processes, plus creating and relationship management of direct links with employers seeking support with recruitment of skilled, committed, and reliable employees and building and maintaining a caseload of employers to meet set targets and to promote repeat business.
3. Work proactively with the assigned caseload of employers to ensure a comprehensive end-to-end recruitment and in-work support service, as outlined in the employer's pledge, to meet the employer's recruitment needs, and ensure that candidates placed in paid employment receive in-work support to enable sustained employment.
4. Identify and advise on appropriate employment pathways for residents and employers ensuring all options are promoted and considered including work experience such as Open Door and Supported Internships, Work Trials, Sector-based Work Academies, or a contract of employment including Apprenticeships.
5. Support job seeking candidates with interview skills, CV creation, application support and guidance and undertake pre-employment checks when required; and providing specialist support for specific complex target cohorts.
6. Support the Employability Officer by working collaboratively in partnership with key partners and stakeholders to ensure a comprehensive and high-quality service is offered to both employers and candidates seeking employment.
7. Support the Employability Officer to develop internal and external relationships to ensure the job brokerage offer is widely promoted and aligned with existing careers information, advice, and guidance services;

seeking feedback to inform future team delivery plans and continuously improve the service.

8. Provide both timely, accurate quantitative and qualitative performance data, and local labour market intelligence feedback to identify priority areas, cohorts, and provide specialist support for specific target cohorts, ensuring the allocated targets and key performance indicators are being achieved and corrective action agreed.
9. Be an ambassador and advocate who champions and supports the promotion of the wider Skills and Employability team and specifically the job brokerage service by assisting the Employability Officer in evaluating best practice, utilising internal communications resources to promote the service including, identifying positive case studies, supporting jobs and career fairs, and social media campaigns.
10. To support the promotion of the job brokerage digital platform to employers and residents and provide local intelligence feedback to update the platform.
11. Contribute to the delivery of an effective job brokerage service within a well-run Skills & Employability team, by supporting the management of resources and compliance with all statutory, regulatory, funding, reporting and County Council policy and procedural requirements.
12. Work collaboratively across the Council to deliver the priorities and agreed objectives for the job brokerage service, contributing to a high-performance culture, ensuring continuous improvement of the service, and supporting the County Council in delivering its vision and strategy.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.












Safeguarding





Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
 I = Assessed at Interview
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Educated to NVQ Level 3 or equivalent qualification or have significant relevant experience in a similar role. 	<p>A/I</p>
    	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Significant experience of contributing to the development of services to meet employment and skills demands. Significant knowledge of employment and skills programmes. Experience and knowledge of employment law, recruitment processes and policies and where to find up to date information when required. Experience of working collaboratively with a variety of agencies, voluntary, public and private sector organisations to achieve desired outcomes. Significant experience of achieving job related targets and managing personal performance. Experience of planning and reviewing the delivery of services and delivering bespoke recruitment solutions to employers. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
    	<p>Skills</p> <ul style="list-style-type: none"> Effective IT skills, including significant experience of using Microsoft Office or equivalent software packages. Ability to analyse and evaluate data and information from a variety of sources to provide insight in support of decision making. Ability to effectively plan and adapt to change to deliver results and with proven ability to prioritise work and meet deadlines. Effective communication skills, both orally and in writing Able to effectively work on own initiative to ensure that targets and deadlines are met. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

   	<ul style="list-style-type: none"> ▪ Proven interpersonal and communication skills – be able to communicate effectively and confidently with employers, partners, colleagues at all levels. ▪ Influencing, negotiation, and interpersonal skills; ability to build effective relationships with colleagues, partners, stakeholders, and users/customers. ▪ Able to demonstrate efficient and effective organisational and time management skills. ▪ Commitment to effective customer focused solutions. <p>This post is designated as a casual car user</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent and Resourcing team on 01785 278300**