



Person Specification			
Post title	Restart Employment Advisor	Grade / Salary	G

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience of working in an employment related advice and guidance role	CV / I
S2	Experience in supporting people into work or voluntary work positions, and experience of working with other partners and agencies, for instance Job Centre Plus.	CV / I
S3	Experience of organising and managing your own participants caseload and workload	CV / I
S4	Experience of supporting people with low levels of confidence or self esteem	CV / I
S5	Experience of being responsible for the upkeep and maintenance of participants records	CV / I
S6	Awareness of the various progression routes available for people in order to take advantage of employment opportunities	CV / I
S7	Awareness of a range of benefits available to people in employment and not in employment	CV / I
S8	Experience of working within a network of partner organisations	CV / I
S9	Excellent time management skills	CV / I
S10	A willingness and the ability to embrace and support the values of KMBC	CV / I
S11	Ability to work under own initiative as well as part of a team, and within a culture seeking continuous improvement.	CV / I
S12	Ability to demonstrate both written and presentation skills (including IT).	CV / I
S13	Ability to work directly with individuals to identify aptitudes, interests, skills and abilities.	CV / I
S14	Willingness to undertake structured learning and training relevant to the role.	CV / I
Personal attributes and circumstances		

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P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV / I
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	CV / I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	CV / 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	CV / I
P4	Demonstrate a willingness to be flexible.	CV / I
P5	Ability to represent the service to partners and agencies.	CV / I
P6	Be motivated and share this attitude with colleagues and customers.	CV / I
P7	A willingness and the ability to embrace and support the values of KMBC.	CV / I
P8	Mobility. Casual car user allowance/travel payable.	CV / 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.	CV / I
Qualifications		
Q1	NVQ Level 3 or above in Information, Advice & Guidance or currently working towards the qualification.	CV / I / C
Q2	Evidence of continuous vocational/professional development.	CV / I

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

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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.

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