



## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	CHIEF EXECUTIVE
<b>Division:</b>	HUMAN RESOURCE
<b>Section:</b>	Organisational Development
<b>Sub Section:</b>	Employment, Education & Training Team
<b>Post Title:</b>	EET Advisor
<b>Vision Post Number:</b>	
<b>Grade:</b>	
<b>Responsible to:</b>	EET Coordinator
<b>Posts Reporting to this Post:</b>	None
<b>Team:</b>	EET Team
<b>DBS Required Level:</b>	Enhanced
<b>Location:</b>	Ty Elai, Williamstown, Tonypany. CF401NY
<b>Date of Description:</b>	22 <sup>nd</sup> July 2019

### **KEY OBJECTIVES**

**TO SUPPORT THE EET TEAM COORDINATOR IN THE EFFECTIVE MANAGEMENT, COORDINATION AND DEVELOPMENT OF THE CAREERS AND THE WORLD OF WORK PROGRAMME DELIVERED TO ALL SECONDARY SCHOOLS IN RCT, INCLUDING SUPPORTING WORK EXPERIENCE OPPORTUNITIES FOR YOUNG PEOPLE AND ADULTS.**

## **SPECIFIC RESPONSIBILITY**

Under guidance of the EET Coordinator assist in developing, implementing, coordinating and evaluating a range of programmes and work experience interventions for 11 to 19 year old young people and adults across the borough.

- Identify, source and support work experience opportunities within the council and external parties to support requests from Schools, Colleges, Training providers and unemployed job seekers.
- Undertake Health & Safety inspections of premises. Identify potentially high risk environments, carrying out full and comprehensive safety checks.
- Support Coordinator in designing innovative programmes to meet the differing needs of Young People and Adults.
- Provide advice, practical and emotional support for all young people and adults who are part of the programmes.
- To maintain and expand partnerships and networks within the community to ensure the ongoing effectiveness, development and communication of the scheme.
- Delivering presentations to key stakeholders, young people and adults.
- To maintain an interest, and develop a good working knowledge of relevant legislation, policy and practice issues affecting individuals.
- Maintenance of records of assessments and database with relevant information and corresponding files, and the production of statistical reports when required.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE / EDUCATION</b>	<p>Firm commitment to Continuous Professional Development.</p> <p>An understanding of the needs of vulnerable young people and knowledge of employment opportunities available, both within the Council and the wider community.</p> <p>Local and National Labour Market knowledge</p> <p>Welsh Language Level 5</p>	<p>IOSH/NEBOSH qualified or a willingness to work towards qualification.</p>
<b>EXPERIENCE</b>	<p>Experience in the provision of a Health &amp; Safety function.</p> <p>Proven experience of working with employers and educational establishments.</p> <p>Experience of working with a range of MS packages particularly Excel and Word.</p>	<p>Knowledge of Secondary Education Curriculum in Wales.</p>
<b>COMPETENCIES</b>		
<b>Working in Partnership and Teams</b>	<b>Builds lasting, positive &amp; supportive relationships with a wide variety of people.</b>	
<b>Communicating Effectively</b>	<b>Adapts their style of communication to suit their audience including 'translating' technical language.</b>	
<b>Professional Expertise and Development</b>	<b>Demonstrates excellent practice and an excellent knowledge base in their own professional area.</b> <p>Analyses and evaluates information and data accurately.</p>	

<b>Managing Resources</b>	<b>Plans well in advance to meet deadlines.</b>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	Enhanced Disclosure and Barring Service Check.  The ability to travel independently in line with the requirements of the post.