



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Personal Development Advisor

Vacancy ID: 010687

Salary: £24,799 - £26,317 Annually

Closing Date: 08/12/2019

Benefits & Grade

Grade I

Contract Details

2 posts, Temporary for 12 months

Contract Hours

37 hours per week, some unsociable hours will be required including weekends

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

STEPs is an innovative and forward thinking Employment Support and Community bridge building Service that provides support to disabled adults who live in the Borough of Stockton.

We offer individuals one to one support, practical advice and guidance to help them access opportunities and overcome barriers to employment and social inclusion.

An opportunity has arisen for two Personal Development Advisors who can encourage independence and social inclusion within the wider community. The ideal candidate will be able to provide a high standard of person centred support to facilitate any employment and community activities.

The successful applicant will join an established and highly motivated team based at the Durham Tees Valley Business Centre, and provide support to disabled adults. The applicant will need to have good communication skills, a flexible approach and the ability to work as part of a busy team.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Andy Whitehouse, STEPs Manager on 01642 524525.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults & Health		Service Area: STEPs	
JOB TITLE: Personal Development Advisor (STEPS)			
GRADE: I			
REPORTING TO: Manager (STEPS)			
1.		To work with adults who have disabilities or are disadvantaged and have identified needs. To develop individual vocational profiles, assess training and employment needs, explore options and draw up an individualised Development Plans, setting out goals and steps to achieve them with support.	
2.		MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	The production of Personal Development Plans identifying development, individual training and employment needs, using a person-centred approach.	
	2.	To explore options and draw up an individualised Development Plan setting out goals and steps to achieve them.	
	3.	Support clients in the implementation of the Development Plan e.g. travel training, benefit checks, development activities, finding employment and supporting them to sustain work.	
	4.	Give advice on benefits, explore permitted earning opportunities, whereby a client may experience employment whilst retaining benefits.	
	5.	Provide ongoing advice, guidance and support to clients in order that they achieve their full potential.	
	6	To develop individualised employment or/and social inclusion opportunities.	
	7	To raise employer's awareness of the contribution people with a disability/disadvantage can make to the workforce.	
	8	To raise the profile of employment, social inclusion, education and training to people with disabilities.	
	9	To engage, and form links, with employers and local communities.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

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.

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.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development.

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.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

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.

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.

Job Description dated March 2018

PERSON SPECIFICATION

Job Title/Grade	Personal Development Advisor	I
Directorate / Service Area	Adults and Health	STEPs
Post Ref:	POS004361 / POS004358	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	A good standard of general education/care qualification.	Awareness of the relevant legislation and of the employment needs of people with disabilities. NVQ level 3 in Care/Promoting Independence.	Application form
Experience	Experience of working with people with disabilities and their carers/families. Knowledge and understanding of disability and employment issues.	Experience of employment placement and job search. Experience of travel planning/risk assessment for people with disabilities. Experience of marketing and promoting services. Knowledge of benefit issues.	Application / Interview
Knowledge & Skills	Ability to support people with disabilities into employment. Ability to develop employment opportunities for people with disabilities. Ability to support and develop social inclusion opportunities.	Knowledge and understanding of local labour market trends.	Application / Interview

	<p>Ability to communicate and network at all levels.</p> <p>Ability to negotiate and influence.</p> <p>Ability to problem solve.</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours underpinning the Culture Statement.</p> <p>Passion and enthusiasm.</p> <p>Demonstrates flexibility and resilience.</p>		Application / Interview
Other requirements	<p>The job involves working directly with adults with disabilities and therefore is subject to a DBS check.</p>		

Person Specification dated

March 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.