

**Job Title:** Inclusive Employment Consultant

**Grade:** Band D

**Reports to:** Inclusive Employment Team Manager

**Role Responsibilities:** No line management or budget responsibilities

### The Role

ECL's vision is to be the supplier of choice for Adult Health and Social Care, this role requires strong people and commercial skills and the ability to deliver a customer centric service.

ECL's services alongside all activities within the wider social care sector are undergoing critical reviews and this role is key to achieving the redefined outcomes and objectives.

To deliver these the role of the Inclusive Employment Consultant is key in ensuring our customers with a learning disability and autism are supported into employment, volunteering and/or community outcomes dependant on the customer's choice.

*The role provides the first contact into ECL's Inclusive Employment Customer Journey offering a person-centred approach to ensure the delivery of high standards and achieving contractual targets. You will be responsible for*

- Completing vocational profile assessments
- Job outcomes in line with contractual requirements & defined targets
- The support planning and reviews for a defined customer group
- Contribute to developing, maintaining, and reporting data and information to support the evidence of contract delivery

You will have the ability to influence, problem solve and make decisions, demonstrating flexibility, adaptability and a positive 'can do' attitude.

### Job purpose

The Inclusive Employment Consultant will develop and maintain relationships with employers that create job opportunities for people with Learning Disabilities and Autism.

It is essential that you identify and work directly with employers to develop employment, volunteering & work experience outcomes in a person-centred way to our customers, ensuring that at all times individuals are matched based on skills and experience.

You should be friendly, approachable, supportive and adaptable to change, with the ability to support the implementation of the developing transformation within Day Opportunities in particular the development of the Inclusive Employment service working to high standards and ensuring that our customers are receiving a high quality service, taking an active role in representing the service and ECL for internal and external audits and inspections.

You will be able to create and develop new and exciting opportunities and pathways for ECL's customers, working with your team, our customers, and other stakeholders to create a stimulating environment to achieve progressive outcomes.

### **Key Accountabilities**

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.
- Deliver the Inclusive Employment strategy as contractually agreed between ECC & ECL.
- Demonstrate the achievement of job outcomes in line with contractual and ECL requirements.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, and inspire the same in colleagues.

### **Duties and Responsibilities**

- Work directly with a case load of customers as part of a regional team to ensure the Inclusive Employment contract outcomes are met
- Provide direct customer job coaching support which is flexible to the customers chosen employment and use TSI instruction methods where required to achieve Employment outcomes
- Working within a target driven service and at times able to work under pressure
- Support the Inclusive Employment Manager in developing, growing, and shaping the service through a positive and professional outlook
- Effective communication, supporting the Inclusive Employment Manager at meetings both internally and externally.

- Work collaboratively with staff teams across the Inclusive Employment and Day opportunities services to ensure all staff are understanding and support the achievement of common outcomes.
- Support the implementation of any contractual changes and improvements as required and support the promotion of a culture where customer employment outcomes and wellbeing is at the centre of all that we do, embracing the Good Lives ethos.
- Ensure customer employment outcomes are recorded and contribute to developing and maintaining data and evidence of contract delivery
- Provide case studies where required
- Actively promote sensible health & safety and lead by example
- To make the Business Manager aware of any new area of training that would support your team to deliver a high-quality service to our customers
- Specific individual, shared targets and objectives are defined annually with the performance management review
- To adhere to all ECL policies, procedures, processes and guidelines at all times
- Take an active role in preparing for and representing the service for internal and external audits and inspections
- Being a positive role model to all staff and identify risks and concerns.

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

## Person Specification - Key Skills and Competence

### Education and qualifications

- Holds or working towards – Supported Employment Diploma Level 3 or equivalent

### Skills and Experience

- Experience of delivering to an Employment service (up to 2 years) contract and KPI's
- Experience of directly supporting adults with a learning disability into employment
- Good working knowledge of the needs and aspirations of adults with a learning disability to establish themselves with the workplace and sustain their employment
- Ability to generate paid employment vacancies with employers
- Displays an understanding of the needs of the employers, with an ability to influence the value of an individual with a learning disability within the workplace
- Ability to deliver presentations and to encourage and educate employers in the benefits of becoming a Disability Confident employer
- Ability to observe customers suitability within work experience settings
- Experience or Evidence of providing job carving solutions
- Excellent communication skills both verbal and written, with proven ability to use creative methods of presenting information to a wide variety of audiences, organising and co-ordinating projects and events.

### Values and Behaviours

- Ability to cope under pressure displaying calm and patience
- Supportive of change, showing flexibility and reliability at all times.
- Ability to empathise and be understanding.

# ECL's Values

**Caring** – supporting others with care, compassion, and positive engagement

**Excellence** – working efficiently and innovatively to achieve excellence



**Integrity** – being open and having the courage to do what is right.

**Teamwork** – working together to achieve our common goals