

Job Title: Autism 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 transform lives, empowering independence through care excellence for all. 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 this the role of the Autism Employment Consultant is key in ensuring people with autism living in Essex are supported into employment, volunteering and/or community outcomes dependant on the customer's choice.

This role plays an integral part of our LIVE contract with Essex County Council. You will be responsible for:

- Supporting adults with autism to prepare, seek and sustain paid employment
- Supporting Employers to make reasonable adjustments
- Supporting autistic adults to make connections in their local community
- Evidencing when advocacy support has assisted someone into paid work
- Contributing 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 attitude.

Job purpose

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

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

You should be friendly, approachable, supportive, and adaptable to change, with the ability to support autistic individuals to their employment journey. Ensuring that you are working to high standards and ensuring that 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 autistic adults, working with colleagues and other stakeholders 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.

Duties and Responsibilities

- Provide direct support to individuals to support them on their journey to employment, including but not limited to support such as setting up a bank account, or helping to arrange transport to get to and from work
- Working within a target driven service and at times able to work under pressure
- Support the Inclusive Employment Team Manager in developing, growing, and shaping the service through a positive and professional outlook
- Effective communication, supporting the Inclusive Employment Team Manager and senior team 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 changes and improvements to the service 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

- Deliver training and presentations on the topic of neurodiversity and educate employers in the benefits of becoming a Disability Confident Employer
- Observe customers' suitability within work experience settings. Provide support within the customers' work settings as and when required, ensuring the individual meets probation requirements.
- Provide case studies to showcase successful employment outcomes
- Actively promote health & safety and lead by example
- To inform the Inclusive Employment Team Manager of any new training opportunities that would support your team to deliver a high-quality service to our customers
- Achieve specific individual, shared targets and objectives that are defined annually within 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

- Desirable to have or working towards Supported Employment Diploma Level 3 or equivalent

Skills and Experience

- Experience of delivering an Employment service contract and KPI's
- Experience of directly supporting autistic adults
- Good working knowledge of the needs and aspirations of autistic adults 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 autism within the workplace
- 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

Values and Behaviours

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

Our Values



Supporting others with care, compassion, and positive engagement.



Working efficiently and innovatively to achieve excellence.



Working together to achieve our common goals.



Being open and having the courage to do what is right