



Person Specification			
<b>Post title</b>	Employment and Training Advisor	<b>Grade</b>	G / £31,067 - £32,654

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

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
<b>Skills, knowledge, experience</b>		
S1	Experience of working in an employment or training related advice and guidance role.	CV/SS, I
S2	Experience of organising and managing your own client caseload and workload.	CV/SS, I
S3	Experience of supporting disadvantaged people with low levels of confidence or self esteem into employment	CV/SS, I
S4	Experience of being responsible for the upkeep and maintenance of client records.	CV/SS, I
S5	Experience of working to challenging targets and deadlines	CV/SS, I
S6	Awareness of the various progression routes available for people to take advantage of employment and training opportunities.	CV/SS, I
S7	Awareness of a range of benefits available to people in employment and not in employment.	CV/SS, I
S8	Experience of working within a network of partner organisations.	CV/SS, I
S9	Willingness to work across the wider employment and skills team when the need arises.	CV/SS, I
S10	A willingness and the ability to embrace and support the values of KMBC.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
<b>Communication</b>		

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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/SS, I
<b>Qualifications</b>		
Q1	NVQ Level 3 or above in Information, Advice & Guidance, or willingness to work towards the qualification.	CV/SS, C

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**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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