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## JOB DESCRIPTION

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**Job title:** Employer Solutions Adviser

**Function:** Operations

**Reports to:** Performance Manager

**Salary:** £25 - £28K

**Location:** Bracknell/Reading/High Wycombe/Newbury/Reading or Slough

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## PURPOSE OF YOUR JOB

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As part of the expansion to the existing Work and Health Programme (WHP-JETS), which provides tailored employment support services to individuals, this role will ensure a targeted employment scheme is available to those individuals who have recently been made unemployed as a result of the devastating impact of COVID-19. The scheme will address the barriers to gaining alternative employment with tailored support to enable individuals to achieve and sustain new employment. The role of the employment solutions adviser is to secure suitable and sustainable job outcomes through building relationships with employers and customers, providing a variety of high-quality tailored employment focused services.

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## PRINCIPAL ACCOUNTABILITIES / KEY RESULT AREAS

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- Meet, and strive to exceed, personal performance targets (Key Performance Indicators).
- Undertake local research to identify and build relationships with suitable employers to source suitable job opportunities.
- Identify the specific recruitment needs of employers and undertake tailored pre-screens and group assessments.
- Market specific customers to employers.
- Develop relationships with key stakeholders to maximise job opportunities, such as Federation of Small Businesses, Chamber of Commerce, JCP partnership managers
- Maintain and update an Employer Database including full contact Details and their industry.
- Undertake direct marketing to employers using digital media for example email, LinkedIn, Facebook, Twitter etc.
- Keep a detailed record of all vacancies ensuring that they are correctly updated on our browser system and communicated to all employment advisers.
- Complete screening sessions with participants to confirm their suitability to vacancies found and to recognise a suitable CV is in place to apply for positions sourced.
- Fully comply with company policies including those for personal data security, safeguarding and health and safety.
- Actively and positively promote Kennedy Scott, its vision and values at all times. To include targeted marketing activities such as networking, attendance at events and public relations activity in line with the Kennedy Scott's Marketing Strategy.
- Promote the organisation's values and philosophy relating particularly to ethics, integrity, corporate social responsibility, equal opportunities and diversity as referenced in company policies and standards.

- Work flexibly, which may include occasional evenings and weekends as well as being based in different 'hub' locations when required.
- Responsibility to act on any issues of concern in relation to Safeguarding Adults and Children. This requires adhering to, and acting on, Kennedy Scott's policies and procedures.
- Uphold and comply with GDPR and confidentiality standards.

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## **KNOWLEDGE AND EXPERIENCE**

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### **Essential**

- GCSE or equivalent in English and Math's at Grade C or above.
- Fully IT literate in using a range of Microsoft Office programmes to include 365 products and modern digital technologies, such as Microsoft Teams and Skype for Business.
- Experience of working in a target driven environment.
- Experience of delivering services to meet contractual and quality standards.

### **Desirable**

- Knowledge of the employability industry/recruitment industry.
- Full driving licence to enable deployment across a specified geographical area (region), when required.

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## **BEHAVIOUR / CAPABILITIES**

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- Excellent interpersonal skills with the ability to work independently.
- Capability to work under pressure, without day to day supervision.
- High level of initiative and motivation with the ability to seek out solutions to problems.
- Ability to carry out the duties of the job with reasonable adjustments when necessary.
- Capability to review evaluate caseload success and identify areas of improvement.
- Accountable for own professional development and to undertake necessary training as identified in the Performance Review process.
- Prepared to work flexibly to meet the needs of the role, including any necessary travel across a regional area.

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## CORE COMPETENCES

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- Will to succeed
- Getting things done
- Customer / service user focus
- Communication
- Persuading and influencing others
- Logical thinking

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## HOW TO APPLY

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Please state in no more than 500 words why you are suitable for this position - what skills and experience you can bring to the role.

Please send you statement along with your CV to [teresa.shaw@kennedyscott.co.uk](mailto:teresa.shaw@kennedyscott.co.uk)

Job roles will be assigned subject to contract award