

Hertfordshire County Council Job Outline



JOB TITLE: Senior Personal Adviser
GRADE: H9
REPORTS TO: IAG / WRL Team Leader
TEAM: YCH Services for Young People
DEPARTMENT: Children's Services

Purpose of the Job

To ensure that the needs of individual young people are met, particularly those most vulnerable, so that they engage in education, training and work.

To lead on identified projects for the Team to ensure best practice, achieve targets and maintain quality standards.

To actively promote the work of YCH Services for Young People in delivery settings and with partners to both achieve best outcomes and opportunities for externally funded or traded work.

Main Areas of Responsibility

Engage effectively with and provide support for a caseload through one to one delivery and group work, primarily of young people including those with significant additional needs identifying and addressing their barriers to personal development, learning and work; thus, achieving progression particularly during periods of transition.

Deliver high quality Careers Education, Information, Advice and Guidance (CEIAG) and Work Related Learning (WRL) both 1 to 1 and group work, within schools, colleges and other specified education providers.

Deliver high quality 1 to 1 and group work to young people in a variety of community settings to achieve sustainable outcomes including work to minimise numbers who are NEET.

Performance manage and supervise practitioners ensuring that comprehensive, robust and quality supervision and performance management and development are systematically provided, addressing underperformance effectively and promptly to a successful outcome.

Lead on specific areas of work or projects on behalf of the team ensuring the work is planned and delivered appropriately to meet expected targets and timescales; identifying any risks early and proposing solutions.

Support the IAG / WRL Team Leader in co-ordinating and prioritising referrals to ensure young people are effectively supported, that caseloads are allocated according to priorities and are managed effectively whilst targets are met.

Work flexibly in order to meet clients at times they are available including evenings and weekends when appropriate.

Monitor the progress of young people on your caseload through assessment, regular review, recording data on relevant management information systems to appropriate timescales and standards, producing reports and correspondence as required.

Engage effectively in multi-agency working developing collaborative relationships with relevant staff in a range of agencies to broker and co-ordinate support for young people.

Ensure that effective needs analysis, including Families First Assessments, are completed and acted on so that the needs of young people are identified and met; working with young people's family members/carers and others, to enable them to contribute to maximising the young person's potential.

Work with identified colleagues to promote evidence-based practice and the co-ordination and development of effective CEIAG and WRL across the Service.

Participate in the development of Services for Young People by contributing to working groups, reviewing and revising policies and procedures, attending staff meetings and training events.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Degree level qualification in a related field, e.g. this will either be Diploma in Careers Guidance parts 1 and 2; QCG (Qualification in Careers Guidance) or NVQ Level 6 in Advice and Guidance; and evidence of relevant continuing professional development and the ability to put learning into practice.
- Successful experience of achieving positive, sustained outcome through engaging with a wide range of young people including those who face barriers to progression in learning through 1 to 1 and group situations, working independently in emotionally demanding circumstances.
- Up to date knowledge and experience of delivering CEIAG / WRL within an education setting.
- Ability to lead a project, responding quickly to developing needs, allocating time and resource effectively and achieving targets.
- Ability to performance manage staff ensuring quality of practice and successful outcomes for young people.
- Experience of maintaining accurate and timely records and relevant information that enables an assessment of need and ongoing monitoring and evaluation.
- Experience of working successfully in partnership with other agencies and to negotiate and resolve issues leading to improved outcomes for young people and the achievement of targets.
- Ability to promote the work of the organisation and the outcomes of its work to sustain working relationships or generate new business.
- Ability to work flexibly and proactively using own initiative and to travel independently at all times across the area and county.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.