



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Housing and Communities
Post Title	Employment Advisor
Post Number	TBC
Accountable to	Proactive Project Lead
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	October 2025

Job Description - Principal purpose of job (role summary)

As Employment Advisor, you will play a pivotal role in enabling individuals with complex needs to overcome barriers to employment and achieve sustainable work outcomes.

The role requires knowledge of disability inclusion, welfare-to-work policies, and multi-agency partnership frameworks, combined with highly developed problem-solving, negotiation, and advocacy skills.

You will have significant autonomy in designing tailored interventions, making professional judgments on risk and suitability, and shaping employer engagement strategies. The post holder will be accountable for measurable outcomes in employment progression, stakeholder satisfaction, and quality assurance within the Supported Employment Quality Framework (SEQF).

You will be an enthusiastic, driven individual who is passionate about working with people with complex needs to help identify and meet their personal, social, learning and employability needs. You will be responsible for connecting with employers and key partners to seek out ways to best meet the needs of supporting the clients on their journey back to work and to independence.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Undertake in-depth vocational profiling and complex needs analysis, requiring knowledge of trauma-informed approaches, disability inclusion, and employment pathways.

Design and implement bespoke employability action plans, balancing client aspirations, employer needs, funding eligibility, and policy requirements.
Provide trauma-informed and goal-centred support, encouraging sustainable progress and addressing challenges constructively.
Coach participants in developing job-seeking strategies, improving CVs, building interview skills and supporting the development of work-related skills.
Build and maintain partnerships with employers, predominantly from small- and medium-sized businesses, and build opportunities for your clients.
Exercise professional judgement in job-matching decisions, risk management, and safeguarding concerns, ensuring compliance with statutory duties and organisational policies.
Offer ongoing support to participants and employers to address challenges, including advocating for adjustments and accommodations.
Collaborate closely with other support services (including drug and alcohol, mental health & wellbeing services) to ensure participants are receiving integrated, holistic support.
Act as a subject matter expert in supported employment practice, contributing to service development, continuous improvement, and policy alignment with national standards (IPS/SEQF).
Responsible for small expenditures from an agreed budget when appropriate, for example, making necessary purchases in relation to situations arising with people who access or need the service.
Maintain accurate, confidential records, ensuring all data complies with GDPR, organisational and programme standards.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Participate in training, professional development and team activities to ensure continuous improvement.
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and

abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

<p>The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications	Level 4 or level 6 Careers Information, Advice and Guidance	

	<p>qualification/apprenticeship</p> <p>or BASE Level 3 Certificate for Supported Employment Practitioners,</p> <p>Or equivalent qualification, or equivalent experience.</p>	
Knowledge	<p>Familiarity with and understanding of Access to Work, reasonable adjustments and the commercial constraints of local employers.</p> <p>Knowledge of IPS (Individual placement support) model of employment support.</p> <p>Knowledge of SEQF (supported employment quality framework).</p>	<p>Strong understanding of the socio-economic factors impacting employability within disadvantaged communities, alongside knowledge of employer needs and local labour market trends</p>
Experience	<p>Experience of employability, employment support and of supporting people with barriers.</p> <p>Experience of trauma-informed practice or of working with vulnerable adults and/or young adults.</p>	<p>Experience of using a coaching model to support a cohort of clients.</p> <p>Experience of using and/or understanding of Individual Placement Support (IPS) and/or Supported Employment Quality Framework (SEQF)</p>
Communication	<p>Able to communicate clearly verbally and in writing with a wide range of people, including members of the wider community, service participants, as well as employers and clinical or specialist support teams.</p> <p>Emotional intelligence and the ability to empathise with, build and maintain rapport with people with significant barriers.</p>	<p>Advanced negotiation and influencing skills to secure sustainable employment outcomes and foster employer engagement.</p>
Relationship Building	<p>Able to collaborate with service participants and other stakeholders to design effective interventions.</p>	
Analytical	<p>Proficiency in IT; able to use systems for essential record-keeping, communication and sensitive data.</p> <p>Tenacity, resilience and resourcefulness –</p>	<p>Competence in data analysis and performance monitoring, using insights to drive continuous improvement.</p>

	<p>the ability to overcome challenging situations and find alternative solutions.</p> <p>Able to analyse and interpret people-related information to identify and prioritise needs.</p>	
<p>Planning/ Organising</p>	<p>Good organisational skills: capable of managing a caseload and prioritising competing demands effectively.</p> <p>Ability to use assessment processes and to manage risk with people who may have complex needs and barriers.</p>	
<p>Other requirements</p>	<p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p> <p>A commitment to promoting equality, diversity, and inclusivity in all aspects of work.</p> <p>Ability to work professionally, to take ownership for own wellbeing, reflect on own practice take part in ongoing professional development and quality assurance processes, and learn from experience.</p> <p>A strong belief in the potential of employment to transform the life chances and life outcome of residents.</p>	

Job description & Person Specification agreed by:

<p>Post holder (Print name):</p>	
<p>Signature:</p>	
<p>Date:</p>	