

**BURY METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION**

Post Title:	PLACEMENT OFFICER	
Department:	Adult Social Care Department	Establishment/Post No:
Division/Section:	Bury Employment Support & Training	Post Grade: Scale 5
Location:	Bury Employment Support & Training	Post Hours: 37 hours/week
Special conditions of Service:		
Car Allowance provided		
Purpose and Objectives of Post:		
To assist Employment Officers in the training and support of adults with a disability who wish to obtain and maintain suitable employment.		
Accountable to:	Head of Adult Services	
Immediately Responsible to:	Employment Officer	
Immediately Responsible for:		
Relationships (Internal and External)		
Internal	With all other Departmental staff	
External	With users of the service, their families, carers and representative forums With relevant Government agencies eg LSC, Connexions, Jobcentre Plus etc With statutory agencies and providers, including Health agencies, GPs With voluntary and charitable organisations With employers and their representative forums	
Control of Resources		
Control and maintenance of training equipment, resources and materials		

Duties/Responsibilities



Principal Duties: Under the direction of Employment Officers:

- To complete and update vocational profiles in partnership with users of the service, their carers and/or representatives.
- To complete and update job analysis.
- To deliver pre-vocational training courses for clients of the service and assess clients on work placements.
- To contribute to the formulation and review of individual action and training plans.
- To provide workplace support for clients and implement training plans in liaison with Employment Officers.
- To canvass employers and maintain contact, ensuring that the work environment, terms and conditions are suitable for the user of the service, giving particular regard to risk and health & safety issues.
- To provide education and advice to employers to develop their understanding and awareness of diversity issues, both individually and through employer networks.
- To assist employers to develop and implement appropriate policies and procedures to support the recruitment and retention of a diverse workforce.
- To liaise with internal and external agencies to promote the interest and general welfare of clients.
- To plan and implement training programmes relating to users of the service travelling to and from their place of work.
- To prepare and maintain confidential records for each client.
- To promote a positive and professional image of the service at all times and to carry out duties in accordance with the Authority's equal opportunity policy, promoting the capability, dignity and rights of all users of the service.

Regular:

- To maintain adequate financial records as required.
- To participate in supervision/support sessions with the Service Manager and/or Employment Officers in order to facilitate personal and service development.
- To participate in consultation meetings, conferences and marketing events, internal and external staff training as required.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.

Job Description prepared by	Sign: 	Date: 2 January 2003
Agreed correct by Postholder	Sign:	Date:
Agreed correct by Supervisor/Manager	Sign: 	Date: 2 October 2007