

PERSON SPECIFICATION

Placement Officer

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Prior to appointment	<ul style="list-style-type: none"> ▪ Satisfactory disclosure at the appropriate level under the Criminal Records Bureau. 	✓	
Application Form	<p><u>Qualification</u></p> <p>One of the following qualifications:</p> <ul style="list-style-type: none"> • Certificate in Supported Employment • NVQ Level 3 Advice & Guidance • NVQ Level 3 Learning & Development 		✓
Application Form	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Demonstrable experience of successfully supporting disadvantaged people to achieve their goals 	✓	
Application Form	<ul style="list-style-type: none"> • Demonstrable experience of working in a training environment 		✓
Application Form	<ul style="list-style-type: none"> • Demonstrable experience of working in a commercial setting 		✓
Application Form	<p><u>Other Criteria</u></p> <ul style="list-style-type: none"> • Driving licence and access to a car 	✓	

ASSESSMENT METHOD	INTERVIEWING CRITERIA
Interview	Ability to liaise effectively with individuals, employers and agencies
Interview	Training / presentation / negotiation skills
Interview	Ability to manage own workload and work on own initiative
Interview	Ability to assess individual needs, risk and Health & Safety issues
Interview	Recording skills
Interview	Respect for clients and their representatives and a commitment to anti-oppressive practice