

Connexions Consultation **Proposals**

January 2011

(Abridged – Names Removed)

Introduction

This is a revised consultation paper from the paper issued on August 2nd 2010. The revision incorporates changes that are a result of negotiations with Prospects Services Limited, (the former contract holder for Connexions IAG provision). Connexions staff previously employed by Prospects Services Ltd transferred into Brighton & Hove City Council on November 1st 2010 under TUPE legislation. As a result, this paper concerns those staff members as well as the BHCC employed staff included in the original paper. It outlines the proposals to achieve required savings from the Connexions budget for 2011/12 and the revised staffing implications of such budgetary reductions.

Background and Reasons for Proposed Change

The Secretary of State for Education wrote on 16 June to all Directors of Children's Services and Chief Executives about reductions in government spending on education. The letter set out that it will be for local authorities to manage the reduction in the Area-Based Grant across their funding sources and details the measures taken to protect formula grant and remove ring-fences in order to give local authorities increased flexibility to do so. Funding for Connexions Services falls under the Area-Based Grant and the amount of money available for this service and the priority for the resource will change. It is within this expected context that we are proposing this redesign of the Connexions Service in Brighton & Hove. This paper incorporates proposals which will allow us to focus on employability outcomes for young people in the city and to meet the saving requirements for 2011/12.

The inclusion of the former Prospects staff in the consultation means a change to the original consultation proposals. Reductions in spending on the scale proposed cannot be achieved without looking to a combination of redundancies, contract decommissioning, or partial decommissioning, and reduction in office space. The required savings also need to be made to match the reduction in government grants in order to protect the council's overall financial position.

Statutory Duties

The statutory duties of Local Authorities in relation to the provision of services currently delivered by Connexions are much narrower in scope than the current provision of services. The actual duties which would remain with the Local Authority even if Connexions itself ceased to exist are:

1. A duty to exercise functions to ensure that children aged 16 -18 who have not obtained 2 GCSEs are participating effectively in education or training. (s10 Education and Skills Act 2008)
2. A duty to identify those children mentioned above who are in their area and are not in work, education or training ("identify the NEETS") (s12 Education and Skills Act 2008)
3. A duty to provide such services as it considers necessary to young persons and relevant adults to encourage, enable or assist them in participating in education or training (s68 Education and Skills Act 2008)
4. A duty to conduct an assessment in the last year of school of any SEN child they believe will leave school at 16, as to the plan for post school education or training. (S139A Learning and Skills Act 2000)

5. A duty to provide all pupils at school aged 14-16 with a programme of careers advice. This duty is only on the LA for Pupil Referral Units. In all other circumstances, the duty falls on the head teacher / governing body. (s43 Education Act 1997)

The opportunity to redesign the Connexions service allows us to focus our efforts on employability issues for the 16 – 18 NEET population in the city and support for young people with LDD. Although our NEET figures improved steadily from 2005 to 2009, there is still some way to go to meet our target for Brighton & Hove.

Proposals for change

This proposed redesigned provision for Brighton & Hove City Council to fulfil its statutory responsibilities to provide a Connexions Service suggests a model which includes the following:

- A team of 5 IAG qualified Personal Advisers (Employability) with special responsibility to support 16-18 year old NEETs.
- Support to young people with LLDD/special needs will be provided by 2 specialist LLDD PAs.
- The model includes the maintenance of one Connexions Plus access point. This will be staffed by the Personal Advisers (Employability).
- The service will be managed by the Service Manager Connexions.

The proposal is that IAG support to young people in education will be the responsibility of schools and colleges and there will be no Personal Adviser or other support provided directly to schools or colleges.

The publication of this document marks the commencement of a formal 30 day consultation period.

Proposed Timetable for Consultation

Date	Activity
5 th Jan 2011 11am	Pre-meet with unions
6 th Jan 2011 3pm	Consultation meeting with staff Start of formal consultation period
6 th Jan 2011	Staff placed in redeployment pool
10 th – 28 th Jan 2011	Individual meetings with staff At risk letters issued
28 th Jan 2011	Expressions of interest in voluntary redundancy (if appropriate) required by this date
7 th Feb 2011	End of formal consultation period
21 st February 2011	Publish post-consultation response

Date	Activity
21 st February 2011	Staff wishing to appeal against ring-fence selections to submit appeal in writing
Week commencing 21 st February 2011	End of consultation meeting with staff and unions
	Dates and actions from hereon are subject to the outcome of consultation and are indicative
25 th February 2011	Appeal against ring-fence selections outcomes communicated
28 th February 2011	Ring-fenced staff to submit written information in support of their application for the post
Week commencing 7 th March 2011	Competitive interview processes for ring-fenced staff
Week commencing 4 th April 2011	Appointment decisions shared with staff
Week commencing 4 th April 2011	Formal redundancy notice to be issued (if required). Staff will be issued notice on the same date and will be expected to work their contractual or statutory notice period whichever is the greater. This will result in a staggered end date for some staff.

How to provide feedback

The publishing of this document to affected staff **on 6th January 2011** marks the start of a formal consultation period of not less than 30 days in relation to these proposals. This period concludes on **7th February 2011 at 5pm**.

If you would like to comment on the proposals, please do so either by letter or email as follows:

Chris Parfitt,
 IYSS Area Manager, East Brighton,
 Hove Park Mansions
 Hove Park Villas,
 Hove BN3 6HW
chris.parfitt@brighton-hove.gov.uk

or

Philip Ward
 Service Manager Connexions,
 Hove Park Mansions
 Hove Park Villas,
 Hove BN3 6HW
philip.ward@brighton-hove.gov.uk

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One-to-one meetings will be offered to all staff formally placed 'at risk' of redundancy and opportunities for feedback will be offered to those staff affected throughout the formal consultation period. To arrange a meeting please contact **Jenny Statham** on **01273 293651** or by email at jenny.statham@brighton-hove.gov.uk. Please note that Jenny does not work Fridays.

Following the conclusion of formal consultation on 7th February 2011 all feedback will be collated and a consultation response paper will be issued. This paper will respond to feedback and explain any subsequent changes made to these proposals. Names of individuals who have provided feedback will not be provided in the response paper. Each submission will not receive an individual response. It is currently intended to issue the consultation response paper on 21st February 2011.

Support for staff

It is recognised that the process of change management can be a period of uncertainty and upset for all staff involved in the process. Staff should initially discuss any concerns with their **line manager**, **Chris Parfitt**, or **Philip Ward**.

Staff who are members of a trade union are encouraged to seek advice and guidance from their **Trade Union representative**. Contact details are below:

UNISON	Alex Knutsen	01273 291619	denise.knutson@brighton-hove.gov.uk
UNISON	Denise Knutsen	01273 291611	denise.knutson@brighton-hove.gov.uk
UNISON	Diana Leach	01273 291609	diana.leach@brighton-hove.gov.uk
GMB	Mark Turner	01273 777027	mark.turner@brighton-hove.gov.uk
GMB	Lynne Henshaw	01273 737963	lynne.henshaw@brighton-hove.gov.uk
NUT	Sue Suleyman	01273 304787	sue.suleyman@ntlworld.com
ATL	Louise Davies	01903 813492	ldavies@e-sussex.atl.org.uk
NASUWT	Jacqueline Sell		jacqsell@yahoo.com

Human Resources are able to provide the contact details for any trade unions not listed above.

Contact details for relevant Human Resources staff in the Coaching and Advice Team are below:

Redeployment Co-ordinator - Andy Keeley (29) 5090

Andy's role is to send out the list of vacancies which are on-hold for staff in the redeployment pool. He can be contacted to provide information about specific jobs on offer.

Coaching and Advice Officer - Jenny Rhodes (29) 1630

Jenny's role as allocated Coaching and Advice Officer is to support staff during the redeployment process, including identification of potential job matches and attendance at job matching meetings.

A useful resource is the **Corporate Learning and Development Team's webpage**. It provides information about: corporate learning and development courses, E-learning - Surf2learn modules and ICT training courses. It also highlights information about the **Learning Resource Centre** which provides a wealth of learning resources for all staff.

Follow this link:

<http://wave.brighton-hove.gov.uk/peoplefirst/LearningatWork/CorporateProgrammes>

The **staff welfare and counselling service** is available should you need to contact them and this service is confidential. You can contact this service directly on **(01273) 481738**.

Conclusion

This document has been issued to the relevant unions recognised by the Council. We are committed to ensuring an open and on-going dialogue with staff and Union representatives through this process.

Philip Ward and Chris Parfitt
5th January 2011



Appendix 1

JOB DESCRIPTION

Job Title:	Connexions Personal Adviser (Employability)
Reports to:	Service Manager – Connexions
Department:	Children and Families
Section:	Youth & Connexions
Grade:	NJC SO1-2

Purpose of the job

To provide employability information, advice, and guidance to post-16 NEET young people on learning, work and personal development opportunities and to provide practical support to enable them to access these

Principal Accountabilities

1. Work as part of a team of Connexions Personal Advisers based at a Connexions Plus access point offering regular help and support to young people.
2. Actively engage young people in decision making about their future choices and enable their development into effective adults by providing impartial support, advice and guidance.
3. Manage a caseload of 30-40 young people at any one time and track and monitor their progress to agreed procedures and guidelines using the Aspire database.
4. Deliver a matching and placing service to 16-19 year olds to enable them to access a range of employment, training, education and personal development opportunities.
5. Develop an understanding of the range of education, employment and training opportunities specifically for 16-19 year olds by undertaking visits to training providers, employers and colleges to build up an expertise in this area.
6. Help young people develop employability skills including appropriate applications, CVs, interview and job search skills and guide them to suitable opportunities to match their skills and abilities by using the internet and other means.

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7. Provide relevant information to young people on a range of other supporting agencies in order to help them address personal barriers that need to be overcome before they are able to access appropriate employability opportunities.
8. Advocate for and represent the interests of young people with opportunity providers, supporting agencies and other services when this requires substantial and sustained representation of their interests.
9. Use assessment tools, including CAF, to identify young people's attributes, circumstances and barriers in order to inform their guidance and support needs.
10. Support young people to apply for relevant benefits with Job Centre Plus and to provide advice and information around a range of other financially related options.
11. Advise Connexions Service Manager on IAG content of web-based materials and resources.

General Accountabilities

To co-operate in the implementation of the council Health and Safety policy. In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The enhanced Criminal Records Bureau Disclosure process applies to this post.

PERSON SPECIFICATION

Job Title:	Connexions Personal Adviser (Employability)
Reports to:	Service Manager – Connexions
Department:	Children and Families
Section:	Youth & Connexions
Grade:	NJC SO1-2

A. Essential Criteria

1 Knowledge and experience

- 1.1 Fully qualified Connexions Personal Adviser with post graduate qualification in Careers Guidance or Level 4 Qualification in Careers Guidance
- 1.2 Experience of working with young people in informal and formal situations and the ability to establish effective interpersonal relationships with young people, parents and professionals.
- 1.3 A high level of understanding of the educational, employment and social care needs of young people.
- 1.4 Understanding of the formal assessment processes of a young person's needs and formulation, implementation and review of individual pathway plans
- 1.5 Experience of building and sustaining professional boundaries and appropriate relationships with young people.

2 Skills and abilities

- 2.1 Effective interpersonal skills in dealing with colleagues and clients, showing resilience in challenging circumstances.
- 2.2 Good advocacy and mediation skills in representing young people to other parties.
- 2.3 Ability to involve young people in decision making and the design, delivery and evaluation of all aspects of the Connexions Service in accordance with policies and procedures
- 2.4 Ability to demonstrate an understanding of the requirement of working with young people in a professional capacity
- 2.5 Ability to establish effective interpersonal relationships with a range of people e.g. professionals, parents and young people
- 2.6 Ability to use ICT (minimum requirement is an ability to use Word and follow instructions for the inputting and retrieval of information from the Aspire database)
- 2.7 Ability to communicate effectively with individuals and groups using a variety of media

- 2.8 Ability to plan own work, organise work targets and manage conflicting pressures and deadlines
- 2.9 Ability to demonstrate an understanding and active commitment to equality and diversity
- 2.10 Ability to demonstrate commitment to continuous professional development
- 2.11 Ability to develop as a professional through self reflective practice and proactive personal development.
- 2.12 Ability to contribute actively to the team, work with others to get things done and develop and maintain good working relationships.
- 2.13 Ability to make appropriate decisions and judge when to consult or involve others.
- 2.14 Ability to adapt to change and show a flexible approach to working practice and suggest improvements in service delivery.
- 2.15 Ability to involve young people in decision making.
- 2.16 Ability to communicate effectively using well developed verbal and written communication skills and effective presentation skills.
- 2.17 Ability to challenge and eradicate direct and indirect discrimination in the provision of Connexions services and to seek to ensure that the needs of all young people are met, sensitive to gender, race, disability, creed, and sexual orientation.



JOB DESCRIPTION QUESTIONNAIRE

Job Title: Connexions Personal Adviser (LDD)
Reports to: Service Manager – Connexions
Department: Children and Families
Section: Youth & Connexions
Grade: NJC SO1-2

Purpose of the Job

To work with young people with special educational needs / Learning Difficulties and/or Disabilities, in a variety of settings, including special and mainstream schools, in order to identify their needs and barriers to progression. The focus of this role will be to deliver the statutory requirements of the SEN Code of Practice (2001) and Section 139a of the Learning and Skills Act (2000).

Principal Accountabilities

1. Work as part of a team of Connexions Personal Advisers offering regular help and support to young people who have learning difficulties and disabilities and in so doing provide a continuity of support and advice to them and their families who may already be known to the SEN and Inclusion Service.
2. Support such individuals by assessing their attributes and circumstances, planning to meet learning goals, supporting them to implement their plans and keeping these under review.
3. Provide information, advice and guidance across the full range of issues that might affect the young people to maximise their chances for progression in education, training and employment into adult life.
4. Support the young person's smooth transition from school to post-16/19 provision, including SEN Transition Planning processes and Section 139a Assessments

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5. Actively engage young people and their families in decision making about their future choices and enable their development into effective adults by providing impartial support, advice and guidance.
6. Manage a caseload of young people at any one time and track and monitor their progress to agreed procedures and guidelines using the Aspire database.
7. Advocate for and represent the interests of young people with opportunity providers, supporting agencies and other services when this requires substantial and sustained representation of their interests.
8. To work closely with employers, training providers and other agencies including the Children's Disabilities Team to develop progression routes for young people with learning difficulties and disabilities.
9. Use assessment tools, including CAF, to identify young people's attributes, circumstances and barriers in order to inform their guidance and support needs. Identify and assess young people's presenting and actual needs;

General Accountabilities

To co-operate in the implementation of the council Health and Safety policy. In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The enhanced Criminal Records Bureau Disclosure process applies to this post.

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PERSON SPECIFICATION

Job Title: Connexions Personal Adviser (LDD)

Reports to: Service Manager- Connexions

Department: Children and Families

Section: Youth & Connexions

Grade: NJC SO1-2

B. Essential Criteria

3 Knowledge and experience

- 3.1 Fully qualified Connexions Personal Adviser with post graduate qualification in Careers Guidance or Level 4 Qualification in Careers Guidance
- 3.2 Experience and understanding of the barriers facing young people with LDD and a commitment to actively promoting and supporting young people to achieve their rights.
- 3.3 Working knowledge of the SEN Code of Practice (2001) and Section 139a of the Learning and Skills Act (2000).
- 3.4 Knowledge of the range of service providers for young people with LDD and BESD.
- 3.5 Evidence of specialist knowledge and skills in the field of learning difficulty and disability and behavioural difficulties
- 3.6 Evidence of working face to face with young people with learning difficulties or disabilities (LDD), and behavioural difficulties (BESD), aged 13 - 25 in a variety of settings.
- 3.7 Experience of networking and partnership working for the benefit of young people with LDD and BESD.
- 3.8 Experience of working in special schools or other designated special provision

4 Skills and abilities

- 4.1 Ability to respond and be supportive to the needs of young people with LDD and BESD
- 4.2 Ability to negotiate with and influence partner organisations to secure services and support for young people with LDD and BESD.
- 4.3 Ability to respond to and provide support for colleagues to enable them to develop their practice with young people with SEN.
- 4.4 Ability to advocate on behalf of young people and enable them to develop self-advocacy skills
- 4.5 Ability to contribute to the development of and use materials and approaches which are accessible to young people with a range of

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- communication difficulties, including non-verbal communication methods
- 4.6 Ability to evaluate the outcomes of interventions with young people (and others where appropriate) and review progress made.
 - 4.7 Ability to agree plans of action with young people and provide appropriate support to young people, parents/carers and partner organisations to enable plans to be implemented;
 - 4.8 Ability to support colleagues working with SEN pupils in mainstream education and training;
 - 4.9 Ability to ensure an active involvement of LDD young people in the design, implementation and evaluation of the service.
 - 4.10 Ability to work with voluntary, statutory and community agencies and commercial bodies to ensure a coherent approach to overcoming barriers to learning and employment faced by LDD young people
 - 4.11 Ability to use ICT (minimum requirement is an ability to use Word and follow instructions for the inputting and retrieval of information from the Aspire database)
 - 4.12 Ability to plan own work, organise work targets and manage conflicting pressures and deadlines
 - 4.13 Ability to demonstrate an understanding and active commitment to equality and diversity
 - 4.14 Ability to demonstrate commitment to continuous professional development
 - 4.15 Ability to develop as a professional through self reflective practice and proactive personal development.
 - 4.16 Ability to contribute actively to the team, work with others to get things done and develop and maintain good working relationships.
 - 4.17 Ability to make appropriate decisions and judge when to consult or involve others.
 - 4.18 Ability to adapt to change and show a flexible approach to working practice and suggest improvements in service delivery.
 - 4.19 Ability to involve young people in decision making.
 - 4.20 Ability to communicate effectively using well developed verbal and written communication skills and effective presentation skills.
 - 4.21 Ability to challenge and eradicate direct and indirect discrimination in the provision of Connexions services and to seek to ensure that the needs of all young people are met, sensitive to gender, race, disability, creed, and sexual orientation.

F Professional 23 – 30

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Senior Youth Worker

REPORTS TO: IYSS Area Manager

DEPARTMENT: Children and Families

SECTION: Youth & Connexions Service

PURPOSE OF JOB

To lead, develop and manage youth work programmes designed to meet the social, educational, recreational and personal developmental needs of young people in keeping with Brighton & Hove Youth and Connexions Service's aims and objectives.

PRINCIPAL ACCOUNTABILITIES

1. Provide operational leadership, recruiting, line-managing, and, if necessary, disciplining youth workers and premises and ancillary staff.
2. Co-ordinate area-based Youth and Connexions Service provision supporting the development of integrated children and young person's service teams.
3. Work with relevant departments, agencies & voluntary sector working with young people providing professional support and advice where appropriate.
4. Promote the Youth and Connexions Service on specified committees, work groups, forums and undertake a lead responsibility on a specified citywide curriculum area.
5. Develop and implement service delivery plans.
6. Monitor, evaluate and report on youth work programmes.
7. Seek new opportunities for funding and ensure staff teams discharge administrative duties appropriately, including effective record keeping and budget control.
8. Develop and deliver training programmes appropriate to the needs of the Service.

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9. Ensure all Brighton & Hove Council's policies and procedures are implemented in particular those relating to Child Protection, Health and Safety and Equal Opportunities.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

F Professional 23 - 30

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Senior Youth Worker
GRADE: Professional 23 – 30
DEPARTMENT: Children and Families
SECTION: Youth and Connexions Service

ESSENTIAL CRITERIA

**Job Related Education
Qualifications and Knowledge**

- Professional Youth and Community Work Qualification (JNC).
- Extensive in-service training and staff development in a range of youth work methods.
- Knowledge of youth work curriculum development and service delivery.
- Knowledge of a wide range of youth work methods especially group work and projects relating to community safety issues.
- Knowledge of legislation relevant to youth and community work, community safety and youth justice.
- Knowledge of youth work policy and practice at local and national level.
- Knowledge of training and staff development programmes for youth work and community work.
- Knowledge of working to confidential, ethical and professional boundaries.

Experience

- Experience at senior practitioner level of a range of youth and community work programmes.

- Experience of working in multi-disciplinary teams.
- Experience of managing full and part time youth workers, volunteers and ancillary staff.
- Experience of developing innovative youth work projects with challenging and disengaged young people.
- Experience of fund raising and joint project funding.
- Experience of developing and managing activity programmes during holidays, weekends and evenings.
- Experience of working in partnership with other organisations and agencies and with the active participation of young people.

Skills/Abilities

- Professional youth work skills.
- Good IT skills especially word processing and report presentation.
- Ability to create and manage work plans for oneself and staff team.
- Ability to encourage, develop and maintain strong and effective community networks and partnerships especially with young people and significant local adults.
- Good communication skills both oral and written.
- The ability to motivate and lead young people and other professional colleagues and volunteers.
- The ability to work with a range of people concerned with the needs of young people including voluntary sector partners.
- The ability to co-ordinate youth work programmes which cross department and agency boundaries in keeping with the spirit and organisational structure of the Children's Trust.
- The ability to plan work, meet deadlines and work under pressure.

- Training and staff appraisal skills relating to youth and community work and/or other related professional intervention.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
- Knowledge of Equal Opportunities relating to youth and community work especially with regard to issues relating to youth justice.

Other Requirements

- Ability and willingness to work evenings and occasional weekends.
- Full driving licence with no endorsements and minibus driving experience.

Should a situation arise where all candidates have been assessed as equal against the criteria above, the following will be used in the order listed to select from them.

	Additional Criteria	
1	No current disciplinary warning on file	File data
2	No capability issues documented on file within the last 12 months	File data
3	Sickness record (subject to checking of data and reasons for sickness)	Sickness records
4	Length of service	File data
5	Costs to the employer	Finance data

Appendix 4**Connexions Personal Adviser (Employability/LLDD)****Proposed Selection Criteria**

1	Knowledge and experience	Assessed
1.1	Fully qualified Connexions Personal Adviser with post graduate qualification in Careers Guidance, or Level 4 Qualification in Careers Guidance, or a commitment to achieve the required core and additional Guidance units from the NVQ level 4 LDSS within an agreed timeframe	I
1.2	Experience of working with young people in informal and formal situations and the ability to establish effective interpersonal relationships with young people, parents and professionals.	I P
1.3	A high level of understanding of the educational, employment and social care needs of young people.	I P
1.4	Understanding of the formal assessment processes of a young person's needs and formulation, implementation and review of individual pathway plans	I
1.5	Experience of building and sustaining professional boundaries and appropriate relationships with young people.	I
1.6	Experience of networking and partnership working for the benefit of young people	I

2	Skills and abilities	
2.1	Effective interpersonal skills in dealing with colleagues and clients, showing resilience in challenging circumstances.	I
2.2	Good advocacy and mediation skills in representing young people to other parties.	I
2.3	Ability to involve young people in decision making and the design, delivery and evaluation of all aspects of the Connexions Service in accordance with policies and procedures	I P
2.4	Ability to plan own work, organise work targets and manage conflicting pressures and deadlines	I
2.5	Ability to develop as a professional through self reflective practice and proactive personal development.	I
2.6	Ability to contribute actively to the team, work with others to get things done and develop and maintain good working relationships.	I
2.7	Ability to make appropriate decisions and judge when to consult or involve others.	I
2.8	Ability to adapt to change and show a flexible approach to working practice and suggest improvements in service delivery.	I P
2.9	Ability to communicate effectively using well developed verbal and written communication skills and effective presentation skills.	I P
2.10	Ability to challenge and eradicate direct and indirect discrimination in the provision of Connexions services and to seek to ensure that the needs of all young people are met, sensitive to gender, race, disability, creed, and	I

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	sexual orientation.	
2.11	Ability to negotiate with and influence partner organisations to secure services and support for young people	I P

3	Other Criteria	
3.1	Ability to demonstrate an understanding and active commitment to equality and diversity	I
3.2	Ability to demonstrate a commitment to continuous professional development	I

4.	For those applying for the LLDD post, the following are also essential criteria:	
4.1	Experience and understanding of the barriers facing young people with LDD and a commitment to actively promoting and supporting young people to achieve their rights.	I
4.2	Working knowledge of the SEN Code of Practice (2001) and Section 139a of the Learning and Skills Act (2000).	I
4.3	Knowledge of the range of service providers for young people with LDD and BESD.	I
4.4	Evidence of specialist knowledge and skills in the field of learning difficulty and disability and behavioural difficulties and evidence of working face to face with young people with learning difficulties or disabilities (LDD), and behavioural difficulties (BESD), aged 13 - 25 in a variety of settings.	I
4.5	Experience of working in special schools or other designated special provision and supporting colleagues working with SEN pupils in mainstream education and training	I
4.6	Ability to respond and be supportive to the needs of young people with LDD and BESD	I
4.7	Ability to contribute to the development of and use materials and approaches which are accessible to young people with a range of communication difficulties, including non-verbal communication methods	I
4.8	Ability to agree plans of action with young people, developing self advocacy skills, and provide appropriate support to young people, parents/carers and partner organisations to enable plans to be implemented;	I
KEY	I Evaluated at interview P Presentation	

Should a situation arise where more candidates than available posts have been assessed as equal against the criteria above, the following will be used in the order listed to select between those remaining.

5	Additional Criteria	
5.1	No current disciplinary warning on file	File data

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5.2	No capability issues documented on file within the last 12 months	File data
5.3	Sickness record (subject to checking of data and reasons for sickness)	Sickness records
5.4	Length of service	File data
5.5	Costs to the employer	Finance data