



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	IPS/ SEQF Specialist and Compliance Lead
Job Reference	
Service	Place and Growth
Team	Economy and Culture
Location	Shute End (hybrid)
Reports to	Programme Manager
Responsible for	N/A
Grade	8
Contract Type	Permanent
Hours	Full time

Main Accountabilities	
1.	Support with designing, implementing and managing a quality assurance framework that supports compliance, audit and risk management strategies, systems and processes for our Connect to Work programme (CtW)
2.	Lead regular quantitative and qualitative review of processes, paperwork, participant experience and employer experience to ensure Fidelity is being delivered
3.	Create accurate and timely reports including evidencing the impact of CtW as required by internal and national stakeholders.
4.	Support Delivery Partners to develop specific measurable fidelity action plans and monitor progress regularly and encourage services to carry out their own self-assessment
5.	Support Programme Manager by providing specialist subject knowledge on IPS/ SEQF programmes
6.	Support the Programme Manager with raising awareness of the importance of IPS/SEQF by delivering presentations and identify new referral pathways





7.	Conduct audits to monitor eligibility, suitability and fidelity. Highlighting areas for improvement around quality, linking with the evidence of the Model.
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Person Skills and Experiences

Experience	Understanding/experience of the Individual Placement and Support model
	Experience of supporting services throughout an external review, ideally fidelity review
	Experience of analysing data to assess performance and understand impact
Skills/Knowledge	Knowledge of delivering externally funded interventions, and the associated obligations, e.g. funders such as DWP and ESF
	Understanding of the Individual Placement and Support model
	Understanding of the latest Fidelity Manual and required evidence for reviews
Behaviours/Attributes	Strong analytical skills to understand complex data and information
	Excellent verbal and written skills and ability to communicate concisely and effectively

Purpose Details

Role Purpose	Connect to Work is a new employment programme forming a key strand of the Governments Get Britain Working plans, supporting people to find and keep work. With a focus on tackling economic inactivity and aligning employment, training and health activity together to provide a holistic approach. For more information https://www.gov.uk/government/publications/connect-to-work. This role will implement and ensure compliance with a quality assurance framework that includes managing systems and processes that comply with IPS/SEQF frameworks guidelines and DWP contractual requirements. Supporting both the Programme Manager and our Delivery Partners to monitor and improve the quality of service and prepare and support teams to undertake both internal self-assessments and external fidelity reviews
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Supervision and Relationships





Supervision Received	This post holder will be a key member of the new Connect to Work team. The below organisational chart details the new team structure and how it fits into the wider service: <pre> graph TD A[Head of Economy and Culture] --> B[Connect to Work Programme Manager] A --> C[Employment and Skills Service Manager] A --> D[Economic Development Officer] B --> E[IPS/SEQF Specialist] B --> F[Project Officer] B --> G[6 X LA Integration Lead] </pre>
Supervision Given	No direct reports
Contacts	Ensure effective relationships with key partners including Prime Contractor, health sector, DWP and Berkshire Boroughs.

Special Requirements
The postholder must be able to attend meeting across Berkshire, sometimes outside of standard working hours

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y





Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Shute End (Hybrid working)

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	Y
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N



