



Job description			
Job title	ILM Development Adviser		
Grade	G		
Directorate	Regeneration & Economic Development		
Service/team	Employment Initiatives		
Accountable to	Lead Employer Engagement Adviser		
Responsible for	N/A		
JE Reference	A4414	Date Reviewed	January 2026

Purpose of the Job

As a key member of the Knowsley Works Service, the post holder will deliver high-quality information, advice, and guidance to Knowsley residents seeking training and employment opportunities. The role involves working collaboratively with local employers, partners, and council services to align workforce skills with employer needs, supporting economic growth and improved outcomes for residents.

The position is central to ensuring excellent customer service and the effective delivery of employment initiatives in line with the Knowsley Works Service Plan. This includes maintaining high standards of customer care, professionalism, and service delivery across all employment programmes.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Engage with employers, education, and training providers to secure suitable employment and training opportunities.
2. Provide one-to-one mentoring and coaching for individuals throughout the ILM process and across all programmes.
3. Interpret ILM eligibility rules and implement appropriate work-based solutions.



4. Support customers in achieving sustainable employment or training, considering any influencing factors.
5. Maintain strong knowledge of the local labour market, partner organisations, and growth sectors to align ILM placements.
6. Show initiative in developing and delivering timely and relevant placement opportunities.
7. Contribute to achieving team targets and objectives.
8. Assist in monitoring and managing budgets effectively.
9. Support selection, training, and appraisal of clients/customers/staff to ensure high standards of performance.
10. Liaise with agencies and Council services to coordinate support and opportunities.
11. Handle comments and complaints professionally, addressing service improvements promptly.
12. Complete clerical, administrative, and financial tasks within required deadlines.
13. Supervise work placements for customers and employers as needed.
14. Deputise for Team Leaders when required, including attending meetings and completing specific tasks.
15. Participate in service monitoring, evaluation, and resource management while promoting equality and adhering to Council policies.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.