

# SELECTION CRITERIA

## Employer Consultant

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### ***Essential***

A strong commitment to the values of EDGE Employment Solutions

Ability to work effectively with people with disabilities

Good written and verbal communication skills

Excellent marketing and negotiation skills

Good planning and organisational skills

Ability to work to targets

Current drivers licence

### ***Desirable***

Experience in promoting people with disabilities in the labour market

Commitment to ongoing professional development

Relevant Tertiary qualifications

# EDGE EMPLOYMENT SOLUTIONS

## JOB DESCRIPTION

*Position:* **Employer Consultant**

*Responsible to:* Manager, Job Search

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*Overall Responsibility:* Assists job seekers registered with the agency to locate and secure suitable jobs and promotes the services provided by the agency to potential employers.

### **1. ADMINISTRATION**

- 1.1 Maintains data on existing and potential employers.
- 1.2 Maintains required records on job search activities and outcomes.
- 1.3 Provides feedback to the Manager, Job Search on the status of job seekers.

### **2. JOB SEARCH**

- 2.1 Motivates job seekers to actively engage in job search.
- 2.2 Ascertains the skills, abilities and interests of job seekers.
- 2.3 Prepares resumes for job seekers.
- 2.4 Advises job seekers on activities that enhance the development of work related skills.
- 2.5 Ensures current job seeker details are maintained.
- 2.6 Maintains appropriate contact with job seeker and job seekers' support network.
- 2.7 Liaises with the Manager Job Support with regard to the timing and support for job starts.
- 2.8 Liaises with Manager Apprenticeships and Traineeships regarding VET-related employment opportunities.
- 2.9 Locates and secures suitable jobs for job seekers.
- 2.10 Secure a minimum of 24 jobs per annum.
- 2.11 Assists in the selection of suitable job seekers for vacancies.
- 2.12 Provides information about each job start to the job support team.
- 2.13 Participates in Career Reviews as required.
- 2.14 Maintains awareness of current labour market trends.
- 2.15 Maintains awareness of labour market programs.
- 2.16 Develops and maintains relevant business networks.
- 2.17 Maintains appropriate contact with potential and existing employers.
- 2.18 Develops and maintains relationships with relevant organisations.
- 2.19 Assists the Manager, Corporate Marketing with promotional activities.

### **3. GENERAL**

- 3.1 Ensures that appropriate action is taken following any reported grievances.
- 3.2 Assists in job support activities as required.
- 3.3 Participates in meetings and functions as required.
- 3.4 Participates in research activities as required.
- 3.5 Participates in staff training and consultancies as required.
- 3.6 Promotes the agency and advocates for people with disabilities.
- 3.7 Stores information in the designated place and maintains confidentiality.
- 3.8 Performs any other job-related duties as directed.

Signed \_\_\_\_\_  
Managing Director

\_\_\_\_\_  
Date

**EDGE Employment Solutions**

**POLICY ON  
CRIMINAL SCREENING  
OF EMPLOYEES**

**Effective Date: November 2009**

## **1. BACKGROUND**

EDGE Employment Solutions is a non-profit organisation established for the purpose of assisting people with disability to establish careers of their choosing in open employment.

Work practices focus on assisting people with disability to obtain and maintain employment. The development, implementation and monitoring of work practices is achieved through consultation with employees, job seekers, workers, their families, employers and other stakeholders. Ultimately, service delivery is dependent on funding from external sources, primarily the Federal Government.

## **2. PURPOSE AND SCOPE**

The purpose of this policy is to safeguard the agency and its clients against recruiting employees or volunteers who have been convicted of criminal offences that would raise reasonable doubts about their suitability to provide care and support to people with disability. The policy recognises the agency's legal and moral duty of care obligations to its clients under Standard 8 of the Disability Services Standards.

## **3. OBJECTIVES**

The agency requires that all employees produce a satisfactory National Police Clearance prior to being offered paid employment with the agency and, for all field employees and their immediate supervisors, a Working with Children Check Card prior to being offered permanent employment.

## 4. STRATEGIES

The following procedures are to be implemented by EDGE Employment Solutions to ensure that employees and volunteers have appropriate clearances prior to undertaking any duties for the agency.

EDGE Employment Solutions will:

- Inform all prospective applicants for positions with EDGE that they will be required to provide a satisfactory national police certificate less than 12 months old before being sent the conditional offer of employment. In addition, all field employees and their immediate supervisors must provide a Working with Children Check card before they are offered permanent employment. Any associated expenses will be re-imbursed by the agency only if the recommended candidate is subsequently appointed as a permanent employee.
- Require short-listed applicants to provide documentary proof of identity, such as a passport or driver's licence, before issuing a letter of offer to a new employee.
- If the recommended applicant has resided in other countries, require them to supply similar police clearances from the relevant authorities. These costs will also be reimbursed if the recommended applicant is subsequently appointed.
- If the recommended applicant has any recorded criminal convictions, make a determination as to whether the specified conviction would be likely to place registrants at any risk or breach of EDGE's duty of care obligations based on:
  - the relevance of any conviction to the position sought.

- the nature of the offence.
- the recency of the offence.
- the circumstances under which the offences were committed.
- whether the offence is still a crime.
- the age at which the offences were committed.
- their character since the offences.
- whether the person has a pattern of offending behaviour.
- whether the person's circumstances have changed since the offending behaviour.
- whether the position being sought would offer unsupervised opportunities for a similar offence to take place.
- the degree of remorse, or otherwise, expressed by the applicant and their commitment to change.

## **5. DELIVERY STANDARDS**

The following performance standards must be met to ensure that the procedures specified in Section 4 are implemented effectively:

- All prospective employees have been informed in writing of the requirement of successful candidates to provide a satisfactory

National Police Certificate (and/or its overseas equivalent), and Working with Children Check card.

- Applicants have provided proof of identity prior to receiving a letter of offer and the nature of those documents are recorded on the Employment Checklist.
- Existing employees provide a satisfactory National Police Clearance and Working with Children Check every three years.
- In the event of any criminal convictions having been recorded against the person, the Managing Director has made a formal determination about the person's suitability as an employee and a copy of the determination has been stored on their file.

## **6. REVIEW OF THE POLICY**

This policy will be reviewed on a two yearly basis. However, if at any time the legislative or funding policy environment is so altered that the content of the policy is no longer appropriate, the policy shall be amended accordingly.