

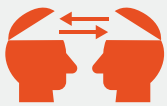
How to identify your vacancy

Before advertising a vacancy, consider how the role should be described, positioned and advertised. Does the role and recruitment process serve your business needs? Job descriptions should be reviewed on a regular basis to ensure they don't become obsolete due to economic, market or customer changes.



1. Improve productivity by designing the role

- Job design is a process where you create specialist job roles to free up time for other staff. This leads to better service delivery and profitability, based on using more of your skilled workers' time to concentrate on tasks that require their professional level of skill.
- This can be beneficial for both the employee and the company and offers increased flexibility - allowing the employee to work the set hours that suit them and the employer.
- A job design consultant works closely with the employer to identify the jobs that don't require the professional skill of the worker to complete.
- An example of this could be a garage that employs skilled mechanics to carry out vehicle servicing. When all the tasks are analysed, there may be some lower-skilled jobs, such as checking oil levels or washing and valeting, that can be grouped together and given to a specific individual. The time saved would be used by the skilled mechanics to carry out the more technical functions, allowing the whole team to be more productive and cost-efficient.



2. Make the most of individual skills by job carving

- Job carving is a process where you analyse tasks in a job role and swap an element of them to make the most of individual skills.
- If someone can only complete a certain amount of the job role, the employer can negotiate which job duties can be shared in a fair and equitable way.



3. Support an internship or apprenticeship programme

- Can the role be part of an internship or apprenticeship programme?
- Individuals with special educational needs, disabilities or EHCPs coming out of education may qualify for specific additional support programmes.
- Use of these programmes will provide a more structured outcome-based training pathway, which can increase the level of support for the individual and employer.
- Our supported employment coaches can help employers identify where these are possible.

The link below goes into more detail about supporting youngsters with disabilities into employment.

www.bit.ly/PrepForAdulthood

For more information on taking the next steps to becoming a more inclusive employer, please contact us by emailing RWA@seeability.org