Back to basics - Job Analysis

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Welcome and reason for this training
KSE is part of The Employability Division

Care Management referrals

Wide range of contracts

We work with people with disabilities, mental health and other disadvantaged groups

Support individuals to find and retain paid employment

Provide advice and support for employers and employees alike

Deliver a range of training packages

Kent Supported Employment -
Who we are and what we do
5 Stages of Supported Employment

- Customer Engagement
- Vocational Profiling
- Employer Engagement
- Job Matching – Job analysis
- In-work Support – Job Analysis
The Natural Method and Deviation

• This is the way an employer *normally* trains people – it comprises of?

• Supported Employment historically deviates from the natural method – how?

• Any support we provide in the work place is artificial - how many of us had a specialist support worker?

• It needs to be carefully considered, planned and reviewed –why?

• By providing a Job Coach we are putting a barrier up to many factors, what are they?

• The skills gap is the requirements of the job compared to the capabilities of the client – how can this be bridged?
Group work
In groups can you discuss

What is your understanding of Job Analysis?
When do you think it should be considered and used?
What would you request from an employer prior to a meeting?
Job Analysis –
what is it?

• Is a holistic method for analysing jobs
• It is an integral part of T.S.I.
• It looks at various types of routine –
  • Core Routines
  • Episodic Routines
  • Work related Routines

• Induction procedure and training methods
• Requirements of the role – Physical, sensory, academic
• It focuses on natural training methods
• It looks at the culture of the workplace
• It will help you to identify Natural supports
• It can be used for existing roles or for Job Carving
Group work

In groups discuss the following
How does Job Analysis benefit?
- The employer
- The client
- The service

How will you sell the idea to an employer?
Job Analysis – Benefits for the client

- You will have a clear idea of their job role.
- You will be able to give them a clear idea of what their work environment is like.
- You can tell them what their day will be like and their duties and responsibilities.
- You will have a clear idea of the lead time (how quickly new employees are expected to be up to company standard).
- You will be able to explain to them about certain unwritten social rules.
- You will be able to inform them who will be supporting them to learn the job.
Job Analysis –
Benefits for the service

• It will allow you to analyse the company in greater depth – key to job development
• It will give Job Coaches a framework for providing in work support
• It will help identify natural supports – which is key to fading
• It will reduce the amount of Job coaching or in some cases we will not need to support
• It can be used to identify other vacancies within the company
• It is a tool for potential job carving opportunities
Job Analysis – Benefits to the employer

• The employer will view you in a professional way
• It will demonstrate you are showing an interest in their company
• You can explain it will focus on areas of competence
• As well as skills and abilities vital to the role
• It is used to compliment their job description as it will highlight what areas need to focus on with regards the training
• It can be used to implement aids and adaptations if appropriate
• It will give the employer a greater understanding of your service
Job Analysis
do’s and don’t

• Make sure you have agreed a time to meet with the employer
• Ask them if possible to assign a member of staff to assist with this
• Try as soon as possible to foster Natural Supports
• Try not to
  • Be late
  • Talk about the needs of your client too much
  • Tell them you have a better way of doing certain tasks and routines etc

• Before the meeting ask them to produce the following documents –
  • Job Descriptions and Person Specifications
  • Any company procedures
  • Employee handbook
  • Details of any training courses needed to be considered
Group work

Can you ...

Look at the Job Analysis examples and tell us?

1. What do you think would be particularly difficult to train?

2. What considerations would you have to make to ensure that the client is fully included in the workplace?

3. Would you use a job coach? And if so what will be your strategy for fading support?
In groups again can you start to complete a Job Analysis form for a role one of you have previously worked in
Thank you for your time

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