

Post number	14680
Position title	Employability Service Team Leader
Grade	9A
Department	Chief Executives
Location	Paton Street, Galashiels
Salary/Rate of Pay	£45,153.19 - £48,766.68 per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	10
Reports to post number	Employability Lead Officer
Registration requirements	None
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	PVG Adults
Political restrictions	No
Role profile number	LP9 BS
Business World post status	Permanent
Work pattern	Monday to Thursday 8:45am - 5pm Friday 8:45am - 3:45pm
Vacancy number	SBO10463
Closing date	21/10/2026

Role purpose

To lead, manage and develop the No One Left Behind (NOLB) Pre-Employability Team, ensuring the effective delivery of high quality employability support services that enable individuals facing barriers to employment to progress towards sustainable employment, training and education outcomes.

To provide operational leadership and supervision to staff, ensuring service delivery meets agreed performance targets, quality standards, contractual requirements and strategic priorities at local and national level.

To ensure that individuals who require additional support, including young people and those with learning disabilities, physical disabilities, mental health challenges and other barriers to employment, receive person-centred support that promotes inclusion, progression and positive outcomes.

To drive continuous improvement within the service through effective performance management, quality assurance, partnership working and the implementation of best practice approaches to employability support.

To work collaboratively with internal services, employers and external partners to develop and maintain pathways that improve access to opportunities and support individuals to achieve their employment and personal development goals.

To act as a champion for the No One Left Behind approach, promoting equality of opportunity, social inclusion and a commitment to delivering high-quality employability services across the Scottish Borders.

PRINCIPAL DUTIES & RESPONSIBILITIES

To lead on current and new developments within SBC's Employability Services to ensure that it delivers on the strategic objectives for the Scottish Borders.

Support the development, reviewing and monitoring of the Work Opportunities Scheme and, to provide leadership and effective promotion of the scheme within Scottish Borders Council.

Engage strategically and operationally with employers, private sector organisations and Community Planning Partners across the Scottish Borders to develop and enhance employability opportunities, ensuring individuals accessing the service can benefit from a diverse range of work, training and progression pathways.

Develop and maintain effective working relationships with senior representatives from the Department for Work and Pensions (DWP), Scottish Government, Skills Development Scotland, Third Sector and other key partner organisations to maximise resources and opportunities that support employability and supported employment provision within Scottish Borders Council. This includes identifying funding opportunities, contributing to funding applications and supporting the successful implementation of externally funded initiatives.

The post holder will demonstrate a sound understanding of the Council Plan, its priorities, outcomes and associated actions, and how these align with the objectives of the Community Planning Partnership. They will contribute to the development, implementation and review of policies, procedures and service practices that support the achievement of the Council's strategic priorities and improve outcomes for individuals and communities across the Scottish Borders.

Establish and maintain effective support networks and partnerships to ensure access to appropriate specialist advice and resources are available to individuals with additional support needs. Work collaboratively with internal services and partners to ensure vulnerable individuals and those with enhanced support needs receive coordinated, person-centred employability support.

Support the Employability Lead Officer in the development and implementation of policies, strategies and initiatives that promote skills development, progression and sustainable employment outcomes.

Research, prepare and present high quality reports, proposals and briefing papers for the Employability Management Team and, where appropriate, the Chief Officer (Economic Development), providing evidence based recommendations on matters within the remit of the post.

Develop, implement and maintain effective systems and processes to support the timely submission of financial claims, contract returns, progress reports, monitoring and evaluation information, ensuring compliance with external funding requirements and supporting national, local, corporate and equalities performance reporting.

Monitor national policy and strategic developments relevant to employability services, ensuring service delivery, policies and practices are reviewed and adapted in line with emerging priorities and Council objectives.

Person specification

Criteria	Essential	Desirable
Education, qualifications and training	Educated to degree level in a relevant discipline or evidence of comparable experience and training.	Degree or postgraduate qualification in a management related or business related discipline. • Continuing professional development • Experience in project management
Skills, knowledge and competences	• Understanding the needs and challenges of people with specific needs • Knowledge and understanding of employment, health and safety and social care legislation and issues •	• Understanding of Human Resource issues

	Understanding of Human Resource issues • Understanding and commitment to the Social Inclusion and Equalities and Diversity agenda • Knowledge and understanding of best practice in working with people with employment support needs • Ability to communicate with staff, employers and other agencies and service users at all levels • Ability to develop good collaborative working relations with employers and other agencies and organisations • Good presentational and written skills • Numeracy and budgeting skills • Good organisational and analytical skills with experience of developing services • Leadership skills • Possession of a current driving license and access to transport.	
Experience	• Proven experience of developing business/ community opportunities • Experience of income generating opportunities • Experience of working with people who are furthest from the labour market and their families/carers • Good understanding of Customer Care Issues, particularly in relation to the service. • Experience of presenting complex information to a wide range of audiences. • Computer Literate (Word, Excel, database establishment and maintenance, presentation packages) • Experience and knowledge of Health and Safety requirements in a relevant environment • Previous involvement in developing services, including objective setting, performance monitoring, and financial management	• Proven service development experience in a relevant area (e.g. learning disability, physical disability, young people) • Previous involvement in the development of policies and strategies • Previous involvement in developing services, including objective setting, performance monitoring, and financial management • Experience of planning and project management, such as PRINCE 2 Practitioner Certificate. • Experience in promotion and publicity
Other	• Ability to think strategically and contribute to strategy and policy development • Customer focused, with an understanding of the needs of different service users/community	

	interests and how to deliver projects fairly to all • Ability to work as part of a team to achieve goals • Ability to motivate / inspire • Ability to work logically, methodically and analytically • Accuracy and attention to detail. • Flexibility to deal with change. • Honesty, openness and integrity • Tact, diplomacy, creativity and political awareness/sensitivity • Self-motivation, confidence, tenacity and enthusiasm • A commitment to Continuing Professional Development, with evidence of recent courses undertaken.	
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Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

To ensure the effective management of health & safety within the area of responsibility, for employees and anyone else affected by the work activities, through the implementation and compliance with health & safety policies, procedures and arrangements.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement

Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.



Recruitment Profile



PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK - **(All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - **(PVG/Disclosure posts only)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.



Recruitment Profile



**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.