

‘Diversity is the key to our City’

Birmingham City Council Welcoming Disabled People

*If you are a disabled person we are here to help you.
Birmingham City Council wants to make sure that you are able
to apply for all our vacancies.*

The Disability Services Team is able to:

- Assist you with your application.
 - Offer pre-interview advice and guidance, (including mock interviews).
 - Support you at your interview (if required).
 - And if you are successful, work with you and your manager to ensure that reasonable adjustments are made prior to you commencing work, (including applying for Access to Work) if needed.
 - Offer on going support to both you and your manager, supervisor or work colleagues.
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Contact

Disability Services Team

4th Floor, 1 Lancaster Circus, Lancaster Circus Queensway, Birmingham. B4 7DJ

Telephone: 0121 303 8479 **Fax:** 0121 303 4837

Email: disabilityemploymentsolutions@birmingham.gov.uk

'Recruiting disabled people positively'

Some success stories to date

Administrative Assistant Birmingham City Council Housing

In January 2007, Joe Bloggs started his placement at Forward 4 Work doing reception and general office duties. Joe began to develop quite well in his role and felt that he was ready to move into paid employment.

In June 2007 an Employment Development Officer from Forward 4 Work helped Joe to secure employment as an Administrative Assistant on a fixed term contract. This was done through a scheme called Ability Plus run by Birmingham City Council. Joe progressed rapidly in this role.

In 2008 with the help of an Employment Development Officer gained permanent employment as an Administrative Assistant within Birmingham City Council Housing Department.

In early July 2012, Joe was unfortunately faced with redundancy due to staff cuts and had approximately six weeks to secure a permanent position. He was then referred back to Forward 4 Work for support in finding alternative employment.

SUPPORT GIVEN

After an initial interview with an Employment Development Officer, Joe expressed his wish to remain within Birmingham City Council if a suitable vacancy could be identified.

Although priority was given to BCC vacancies, job searching was conducted both internally and externally due to time scales.

The Employment Development Officer kept in contact with Joe on a regular basis and supported him with tasks such as updating his CV.

- Other support involved:- Liaising with HR on his behalf
- Giving interview practice and advice.
- Helping to get interview feedback from employers so that Joe could make improvements where necessary.

At the end of July 2012 Joe Bloggs managed to secure permanent position within Birmingham City Council Housing Department'

Cleaner - Building Services

James was initially referred to DET from a vocational training unit for people with disabilities for help with identifying suitable employment.

Support was given with back to work benefits calculations, job searching and completing application forms and at interviews.

James was offered an interview with the City Council for a cleaning vacancy and during the interview discussions took place around reasonable adjustments due to his disability and Supported Permitted Work which enabled him start part time employment and remain on benefits.

Ongoing regular in-work support meetings were agreed covering job coaching, travel training and benefit advice which enabled James and his employer to explore further employment possibilities.

James has now progressed from Supported Permitted Work and come off his benefits and is employed 20 hours a week as a cleaner on three different sites, reporting to 2 different supervisors.