



We're **hiring!**

Join our team



**Workplace Needs
Assessor**

Role: Workplace Needs Assessor
Reporting to: Director of Psychology
Location: Homebased with occasional travel

Role:

ToHealth is a division of PAM Group – an occupational health and wellbeing provider. ToHealth was created to fulfil the needs of our clients by focusing on providing wellbeing and neurodiversity solutions and support. Demand for our services is growing and to meet the needs of our clients across the UK we are seeking to recruit a Workplace Needs Assessor.

This is a full-time role and is conditional on passing a DBS check, and will work outside of IR35 guidelines.

To Health currently delivers a range of services and assessments to both the private and public sector and consumers. Those assessments include supporting employee's/clients with disability (neurodiversity) in the workplace and independent students and individuals.

- ❖ Carrying out workplace needs assessments and making recommendations for reasonable adjustments
- ❖ Understand assistive technology solutions as well as other support strategies
- ❖ Excellent understanding of the Access to Work process
- ❖ Awareness of the Equality Act 2010
- ❖ Ability to work within KPIs and Service Level agreement

As a growing business we are keen to invest in our people. If you are ambitious and would like to increase your skill set there can be opportunities to deliver other services such as Neurodiversity Awareness training and assistive technology training.

About You:

- ❖ A self-starter with the ability to manage your workload and diary
- ❖ Strong communication skills including excellent active listening skills and ability to empathise with your clients
- ❖ Excellent report writing skills and ability to justify advice and recommendations.
- ❖ Offering a tailored approach to meet individual client needs
- ❖ Excellent knowledge of a range of SpLD/Neurodiverse conditions including Dyslexia, Autism, ADHD, Dyscalculia, DCD/Dyspraxia, vision and hearing impairment
- ❖ Experienced and comfortable with conducting remote assessments via MS Teams or telephone.
- ❖ Willing to work face to face if required
- ❖ Good standard of IT skills
- ❖ Happy to work as part of a multi-disciplinary team

Employee Benefits:

- ❖ We pay your auto-enrolment pension contribution of 8%, you can also make enhanced contributions which are matched up to 5%
- ❖ You will have a life insurance scheme valued at 4 x your annual salary
- ❖ 33 days annual leave including bank holidays
- ❖ Health Cash Plan Scheme, which covers you for things like Opticians, Dental Treatment and even Physio if needed!
- ❖ Flexible Working Hours
- ❖ Access to a 24/7 EAP Counselling line and a 24/7 GP line
- ❖ Amazing discounts on things like food and drink, retail, and days out, all through our rewards scheme.
- ❖ Support with training and development

Our Values:

At PAM we are passionate about people and delivering our Everyday Things That Matter Values and Behaviours to our customers and our colleagues. Our cultural philosophy is based on putting our people first, creating high performing teams who deliver great services for our clients.

We're looking for driven and ambitious professionals to join our team, who are just as passionate about our philosophy and values as we are:

- ❖ Hard Work & Enthusiasm; we believe hard work should be rewarded, we go the extra mile to achieve our goals and support each other and enthusiasm and passion are part of our DNA.
- ❖ Teamwork & Friendship; our colleagues share a sense of belonging; we understand collaborative working means better decisions making and we support each other to achieve common goals.
- ❖ Loyalty & Improvement; we are dedicated to personal and professional development. Our PAM Academy mentors' colleagues and provides support to help you be the best you can through offering a wide range of CPD opportunities.