



# We're **hiring!**

Join our team



**Workplace Needs Assessor**

## Overview:

- ❖ Role: Workplace Needs Assessor (WPNA) working on an associate basis  
Rate: **£180 - £220 per assessment**
- ❖ Knowledge of Assistive Technology, appropriate recommendations for neurodiversity and report writing experience.
- ❖ Location: Remote working with travel in local area
- ❖ Reporting to: Director of Psychology

## 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 grow our network of self-employed Workplace Needs Assessors.

This role is conditional on having an up to date DBS Certificate.

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

## 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

## 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.

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the

PAM Team. [Recruitment@pamgroup.co.uk](mailto:Recruitment@pamgroup.co.uk)

- ❖ 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.

PAM Group is an Occupational Health and Wellbeing Provider has a workforce consisting of over 550 staff based regionally throughout the UK who provide a comprehensive range of high-quality services, delivered through a bespoke combination of on-site staff, remote services (including telephone & secure video conferencing) and clinic-based services via a UK wide network of PAM clinics.

ToHealth Ltd, part of PAM Group, is a growing business providing neurodiversity assessment services.

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the PAM Team. [Recruitment@pamgroup.co.uk](mailto:Recruitment@pamgroup.co.uk)