

# Haringey Works Portal Employers' Guide

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## 1. What is the Haringey Works Portal?

The Haringey Works Portal connects Haringey residents to local job, apprenticeship, work experience and training opportunities. The portal web address is <https://works.haringey.gov.uk/> It enables:

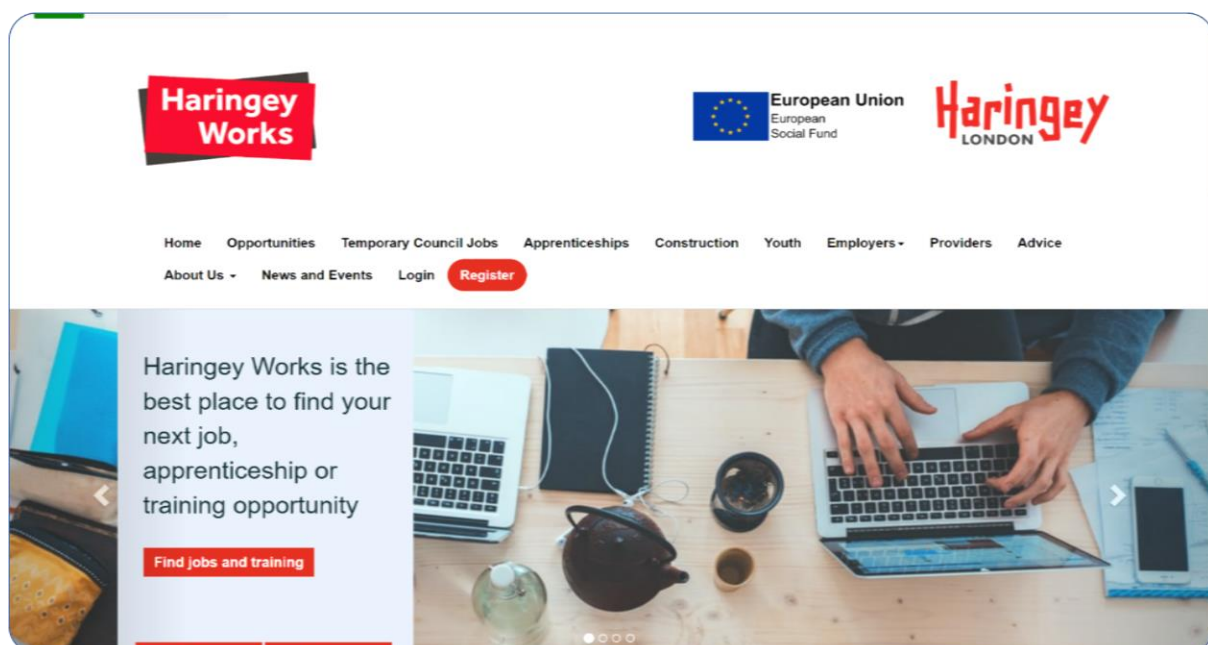
- **RESIDENTS** to register their details, skills, and job preferences. They can also access jobs, upload CVs and covering letters so that employers can view them.
- **EMPLOYMENT PROVIDERS** to register their details and provide information on the services they offer and collaborate.
- **EMPLOYERS** and service providers to post their jobs, apprenticeships, work experience and training opportunities.
- **MONITORING** – the portal will also be used for Construction Sites to view the Employment and Skills Plan and to report against S106 obligations.

If possible, use Google Chrome, as this affords the best experience of the portal.

Access the Landing page here - [Haringey Careers Portal](#)

## 2. Accessing the portal

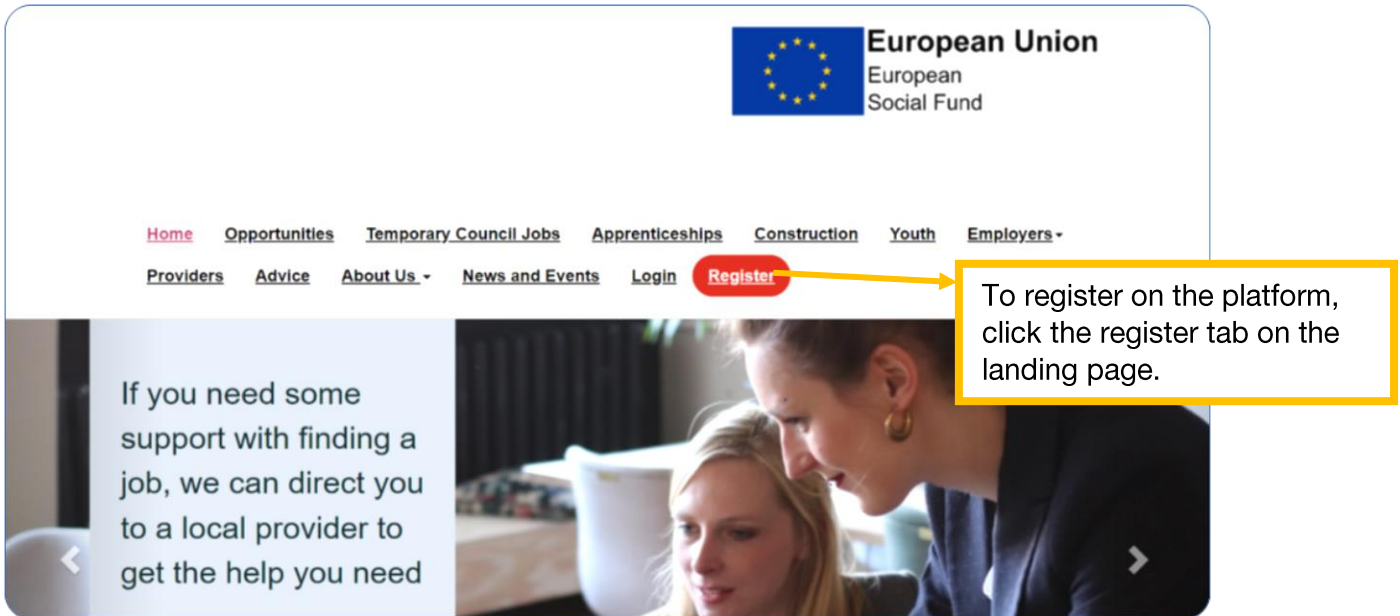
To Access the page please click the link here - [Haringey Careers Portal](#)



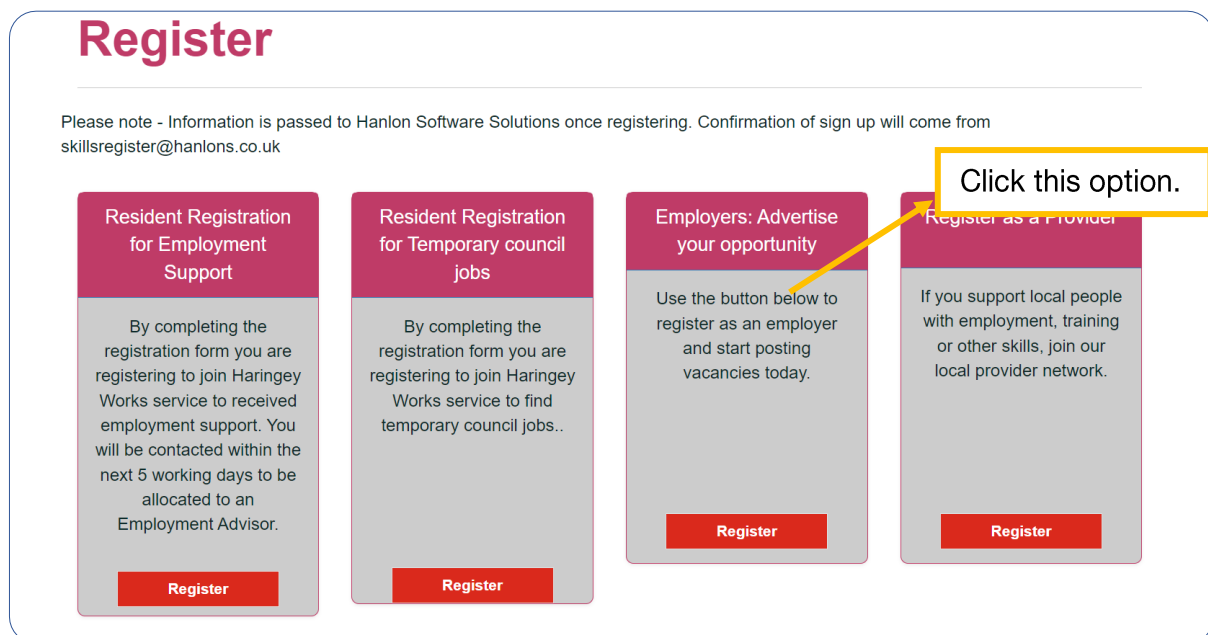
### 3. Using the portal

#### 3.1 How to register your company and create an account

From the landing page – click on **Register**.



You will be directed to the registration page, click **Employer: Advertise your opportunity**.

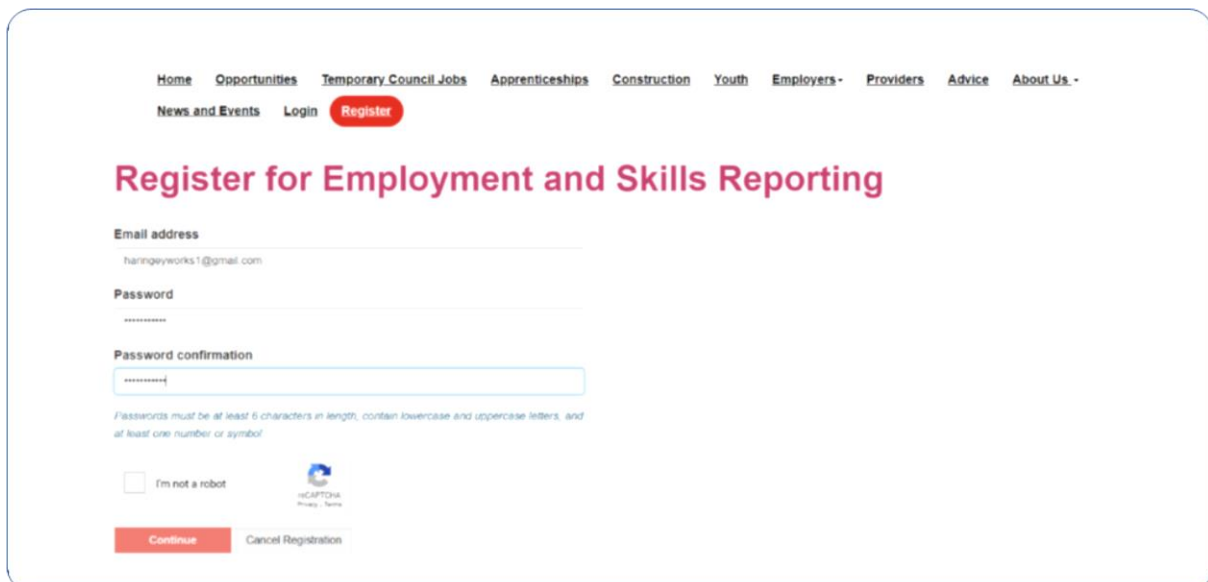


The following page will then be displayed.



The screenshot shows the top of the Haringey Works portal. At the top right is the European Union logo and the text "European Union European Social Fund". Below this is a navigation menu with links: Home, Opportunities, Temporary Council Jobs, Apprenticeships, Construction, Youth, Employers - Providers, Advice, About Us -, News and Events, Login, and a red "Register" button. The main heading is "Pre Registration Obligation Check". Below the heading is a sub-heading: "This check is to identify if you need to report on your employment and skills obligations". The question is "Do you need to report on your employment and skills obligations?". There are two radio buttons: "Yes" and "No". The "Yes" radio button is selected. Below the radio buttons is a red "Submit" button. A yellow arrow points from the "Submit" button to a yellow box containing the text "Click YES then submit."

Register your company on the portal.



The screenshot shows the registration page. At the top is a navigation menu with links: Home, Opportunities, Temporary Council Jobs, Apprenticeships, Construction, Youth, Employers - Providers, Advice, About Us -, News and Events, Login, and a red "Register" button. The main heading is "Register for Employment and Skills Reporting". Below the heading are three input fields: "Email address" (with the value "haringeyworks1@gmail.com"), "Password" (with a masked password "\*\*\*\*\*"), and "Password confirmation" (with a masked password "\*\*\*\*\*"). Below the input fields is a note: "Passwords must be at least 6 characters in length, contain lowercase and uppercase letters, and at least one number or symbol". At the bottom left is a checkbox labeled "I'm not a robot". At the bottom right is the CAPTCHA logo and the text "CAPTCHA Privacy Terms". Below these are two buttons: a red "Continue" button and a "Cancel Registration" button.

Once you are registered complete your company details

## Register for Employment and Skills Reporting

**Business Name**

**Address 1**  
  
Select Address (Google) Clear Address

**Address 2**

**Address 3**

**Address 4**

**Postcode**

**Telephone**

**Email**

**Notes**

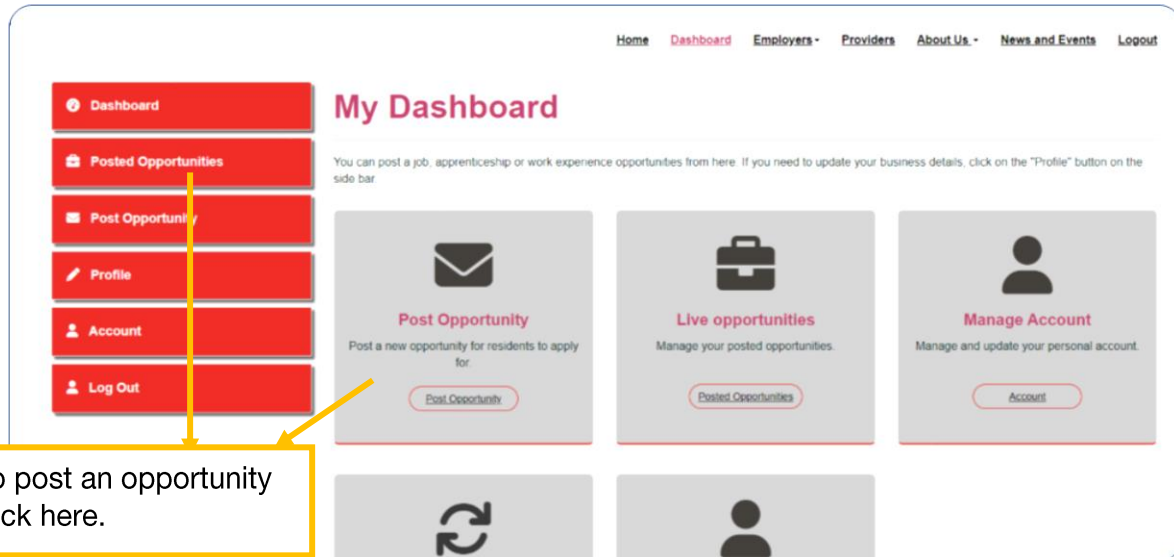
This person will be the main account manager responsible for adding or deleting other users within the organisation. Please refer to 3.3 for details on how to do this.

*Please note: You must specify at least one contact when registering.*

Forename	Surname	Main Contact	Work Email	Work Phone	Job Title
<input type="text" value="Jane"/>	<input type="text" value="Smith"/>	<input checked="" type="checkbox"/>	<input type="text" value="haringeyworks1@gmail.com"/>	<input type="text" value="02084892969"/>	<input type="text" value="Social Value Officer"/>

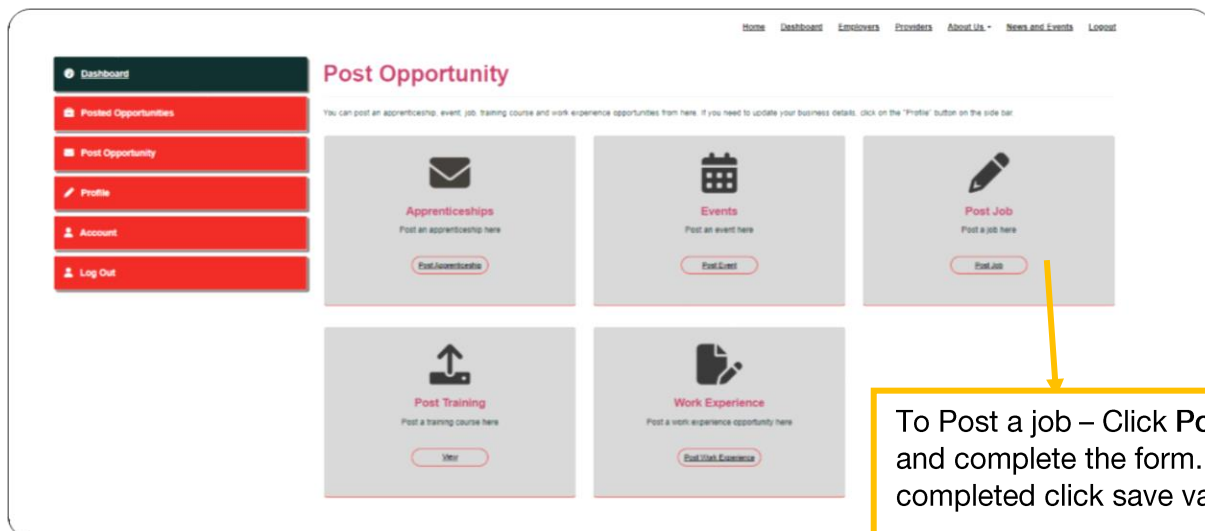
**Register**

### 3.2 How to post an opportunity



To post an opportunity click here.

There are five separate options to post – that is Apprenticeships, Events, Post Job, Post Training and Work Experience. These are selected from the list provided when you click on 'post opportunity'. A slightly different form will be displayed depending on which option you select



To Post a job – Click Post Job and complete the form. Once completed click save vacancy.

Please note when uploading an opportunity, it is essential to complete the number of places (positions) available, minimum, and maximum wage and closing date. Any further comments relating to the wage range can be included in the Description/Overview box.

**1. Employer**  
Employer must be provided  
Select a contact from your company

**2. Worksite**

**3. Job Title**  
Job Title must be provided

**4. Address Line 1**  
Address Line 1 must be provided  
Select Address Select Address (Google) Clear Address

**5. Address Line 2**

**6. Address Line 3**

**7. Address Line 4**

**8. Postcode**  
Postcode must be provided  
N22 6XD

**17. Sector**  
Construction

**18. Opportunity Type**  
Opportunity Type must be provided  
Full Time Job

**19. Vacancy Live Date**  
Vacancy Live Date must be provided  
06/06/2023

**20. Application Closing Date**  
Application Closing Date must be provided  
20/06/2022

**21. How to Apply**

Submit CV at portal or email to works@haringey.gov.uk

Save vacancy

**Works site** will provide a drop-down menu where you can choose the site the opportunity relates to. These worksites will be allocated by the Section 106 Team. Sub-contractors uploading vacancies will be able to connect their advertised opportunities to specific sites.

By ticking (or leaving open) Employer Address, you can differentiate between a head office address and the actual site address. The post code of the site address will be shown for job-searchers for logging to the portal.

Please note: When you submit an opportunity A notification will be sent to Haringey Works to review, after preview to confirm layout and all relevant details, the opportunity will be published and will appear on the website within 1-2 working days.



### 3.3 Logging on to the portal

Having created an account, and received your confirmation email, you can log on to the portal as shown below.

The screenshot shows the Haringey Works portal landing page. At the top, there is a navigation bar with links: Home, Opportunities, Temporary Council Jobs, Apprenticeships, Construction, Youth, Employers, Providers, Advice, About Us, News and Events, Login, and Register. The 'Login' button is highlighted in red. Below the navigation bar, there is a main banner area with a background image of a construction worker. On the left, there is a text box that says 'If you are an employer, you can advertise your opportunities to attract local talent' with a 'Post opportunities' button. On the right, there is a text box that says 'Click Login next to the register button.' Below the banner, there is a table of locations and their opening hours, and a section titled 'Where you can find us' with a 'Resident Registration' button.

Location	Day	Time
Ashted Hill Nursery	Monday	9:30am - 4pm
Thornleigh Centre	Monday	10am - 4pm
Greenway Craft Library	Tuesday	10am - 4pm
Sumner Library	Tuesday	10am - 4pm
Neighbourhood Resource Centre	Tuesday	10am - 4pm
Woodlands Park	Tuesday	9:30am - 4pm
Woodside Children Centre	Tuesday	10am - 4pm
The Grove	Tuesday	10am - 4pm
Old Road Hall, Kenneth Rubin House	Wednesday	10am - 4pm
Webbourne Children Centre	Wednesday	10am - 1pm
Audlem Hall (for residents with Autism or Learning Disabilities)	Thursday	10am - 4pm
Brookside Farm Children's Centre	Thursday	10am - 4pm

From the landing page, enter your username (email address) and password in the login boxes. Your own employer dashboard will then be displayed.

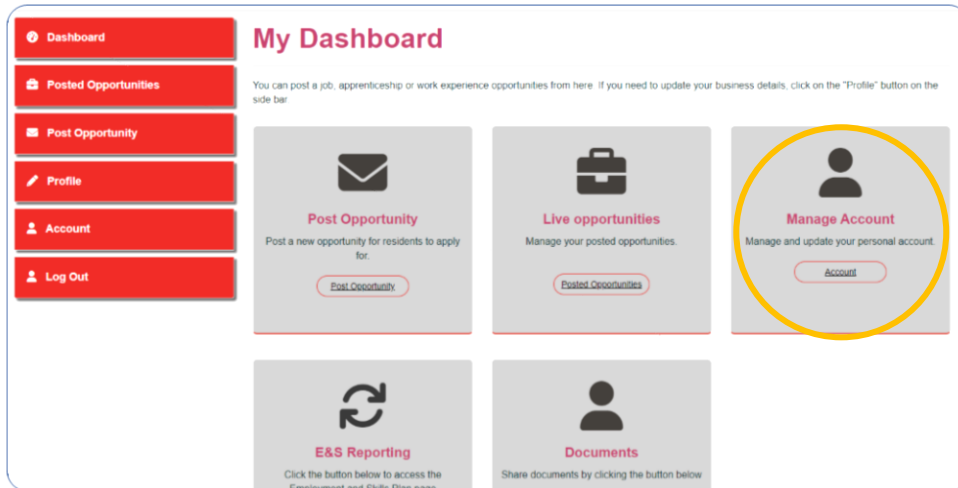
The screenshot shows the Haringey Works portal login page. At the top, there is a navigation bar with links: Home, Opportunities, Temporary Council Jobs, Apprenticeships, Construction, Youth, Employers, Providers, Advice, About Us, News and Events, Login, and Register. The 'Login' button is highlighted in red. Below the navigation bar, there is a main heading 'Login'. Underneath, there are two input fields: 'Username' and 'Password'. Below the password field, there are links for 'Forgot Password' and 'Reset Password'. At the bottom, there is a 'Login' button.

### 3.4 Adding new users

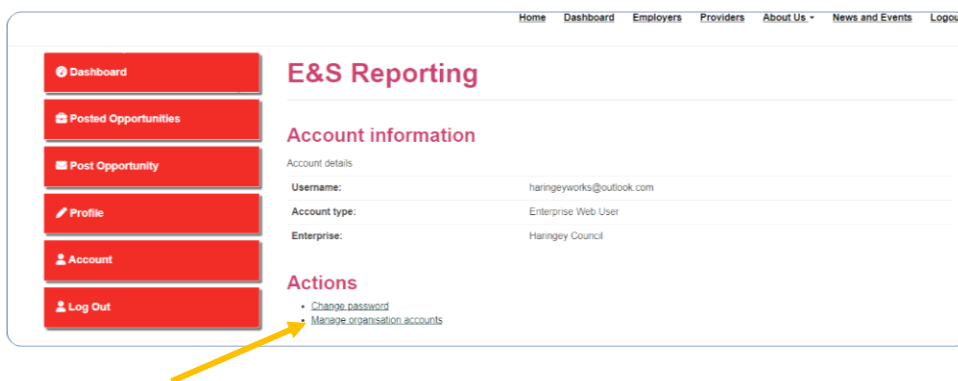
You may want to add more individuals from your organisation in order to post opportunities. This can be achieved via the 'Profile' button.

**Step 1:**

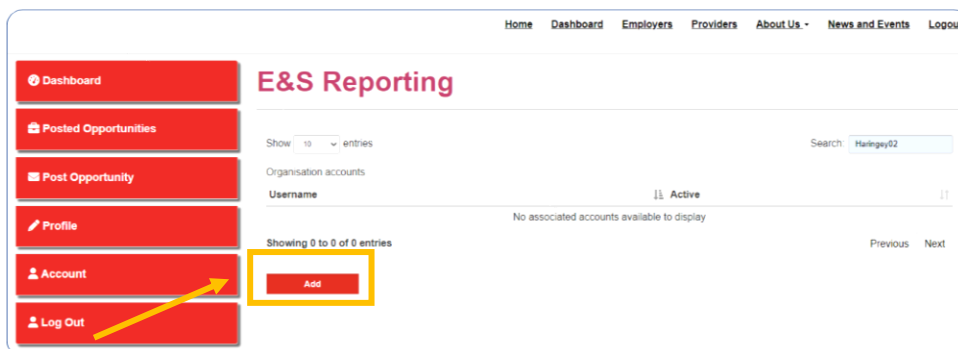
**Click Manage Account**



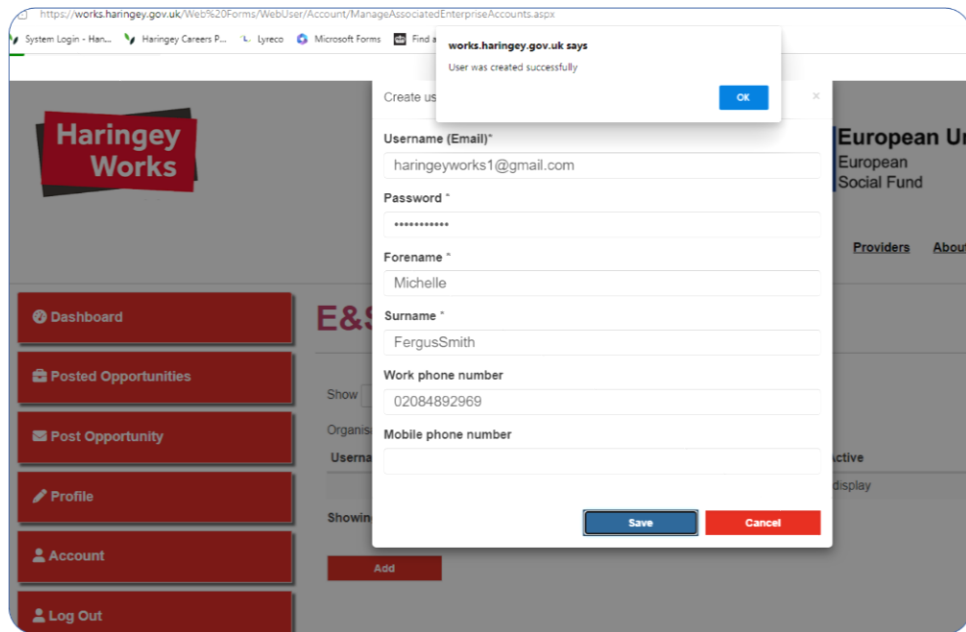
**Step 2: Click Manage organisation accounts.**



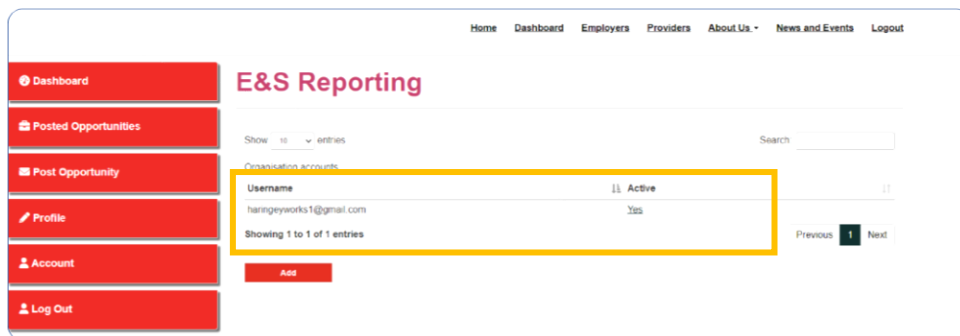
**Step 3: Click Add**



**Step 4: A pop up box will appear and complete the information of the new user.**



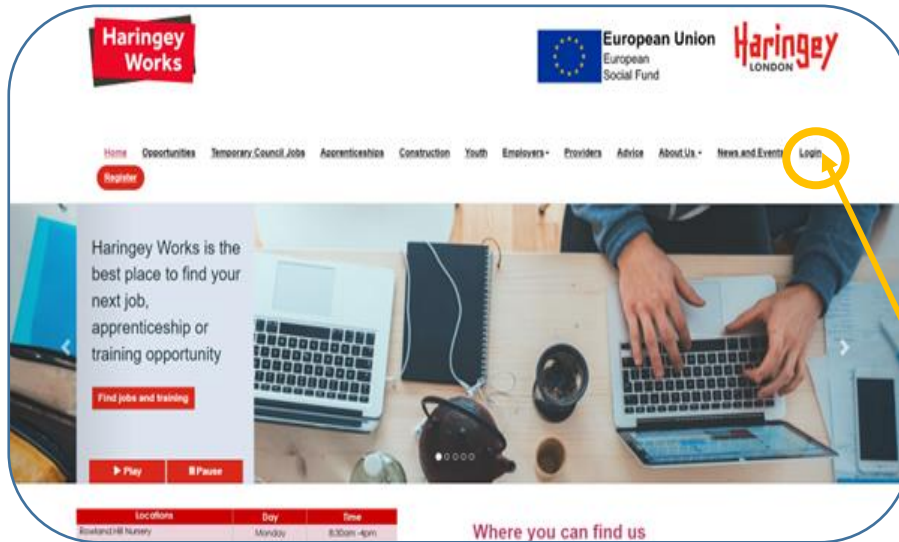
**At this stage, you will be able to see how many active accounts are linked to your organisation. There is also the option to change the status of accounts to inactive as demonstrated in the screen shots below:**



## 4. Employment and Skills s106 Reporting

### 4.1 Accessing E&S Reporting

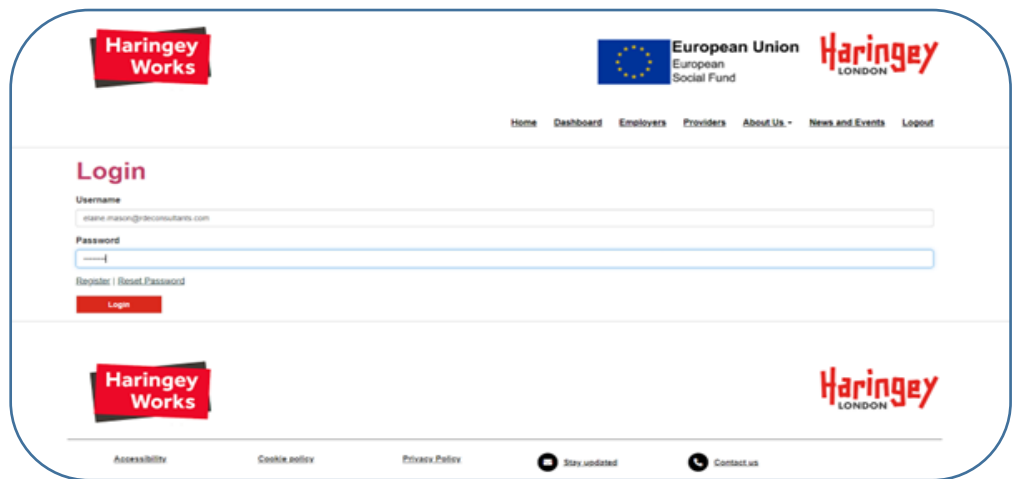
To report progress of obligation in line with your E&S plan proceed with the following steps



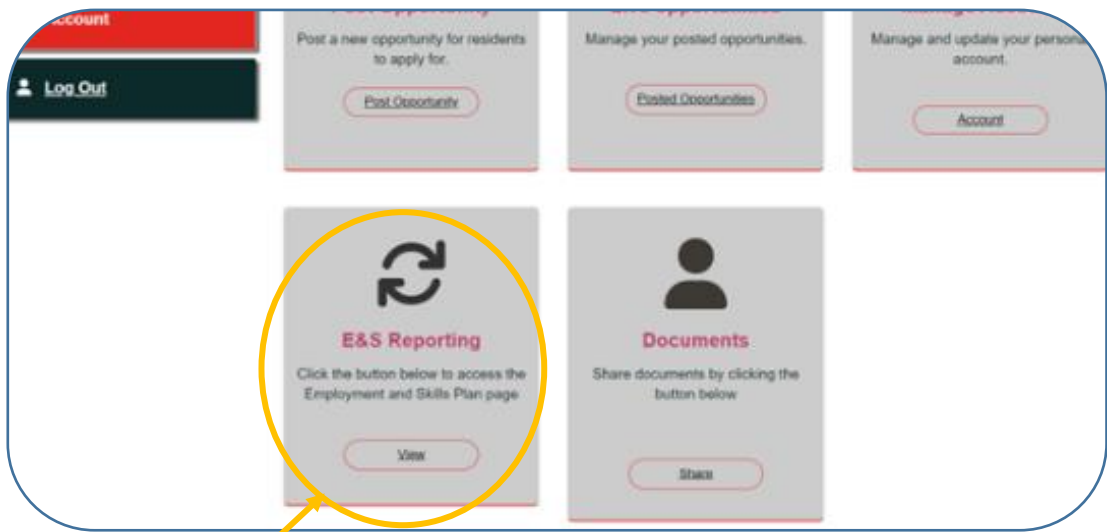
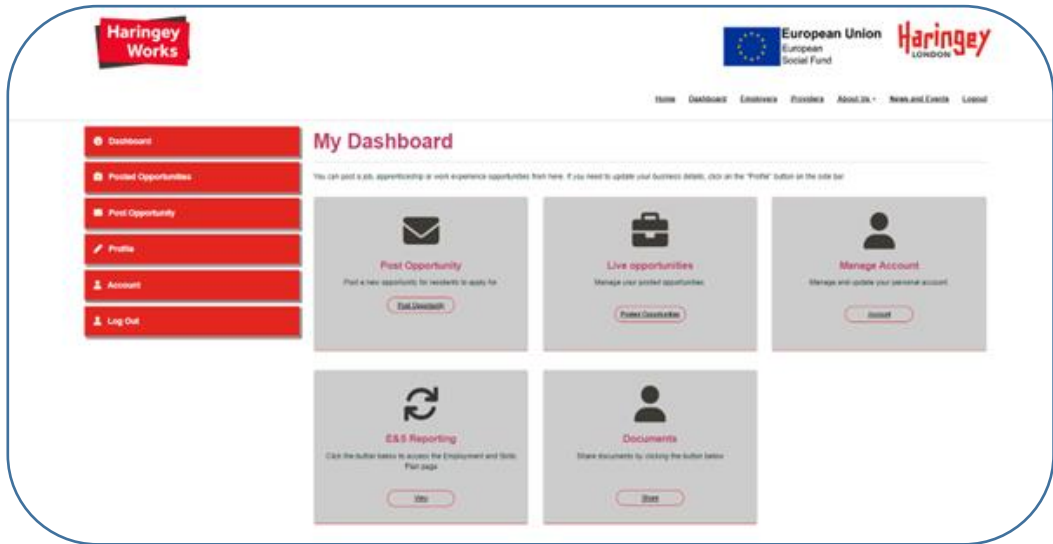
Click login

Username will be your email address.

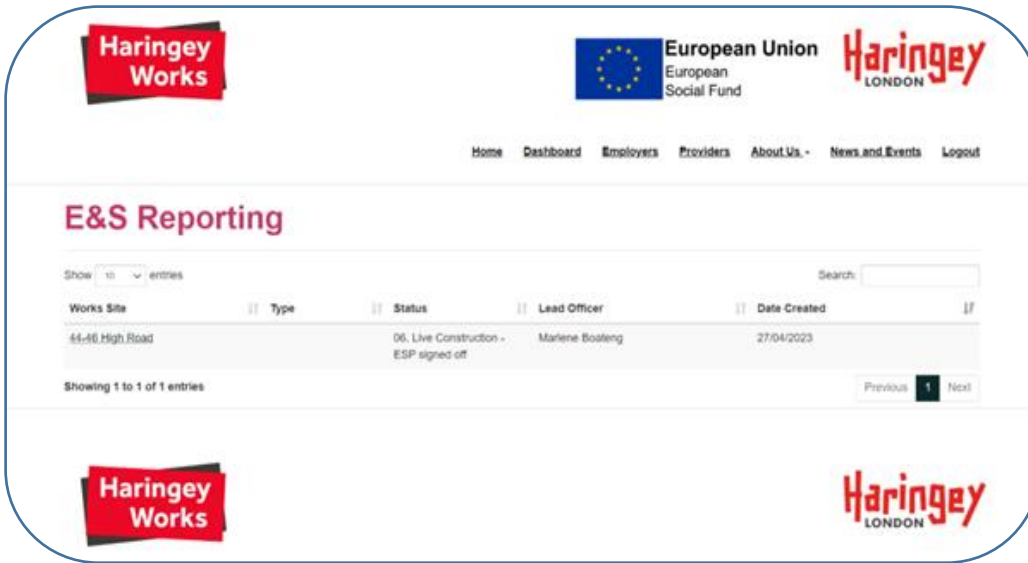
Note: for contractors who have not registered with Haringey Works please click 'Reset Password' using the email address of your Employment & Skills lead you an email will be sent to you to enable you set up a new password to access.



Once logged in you land on your dashboard as shown here.



Click 'E&S Reporting'



Worksites linked to the user account will appear here.

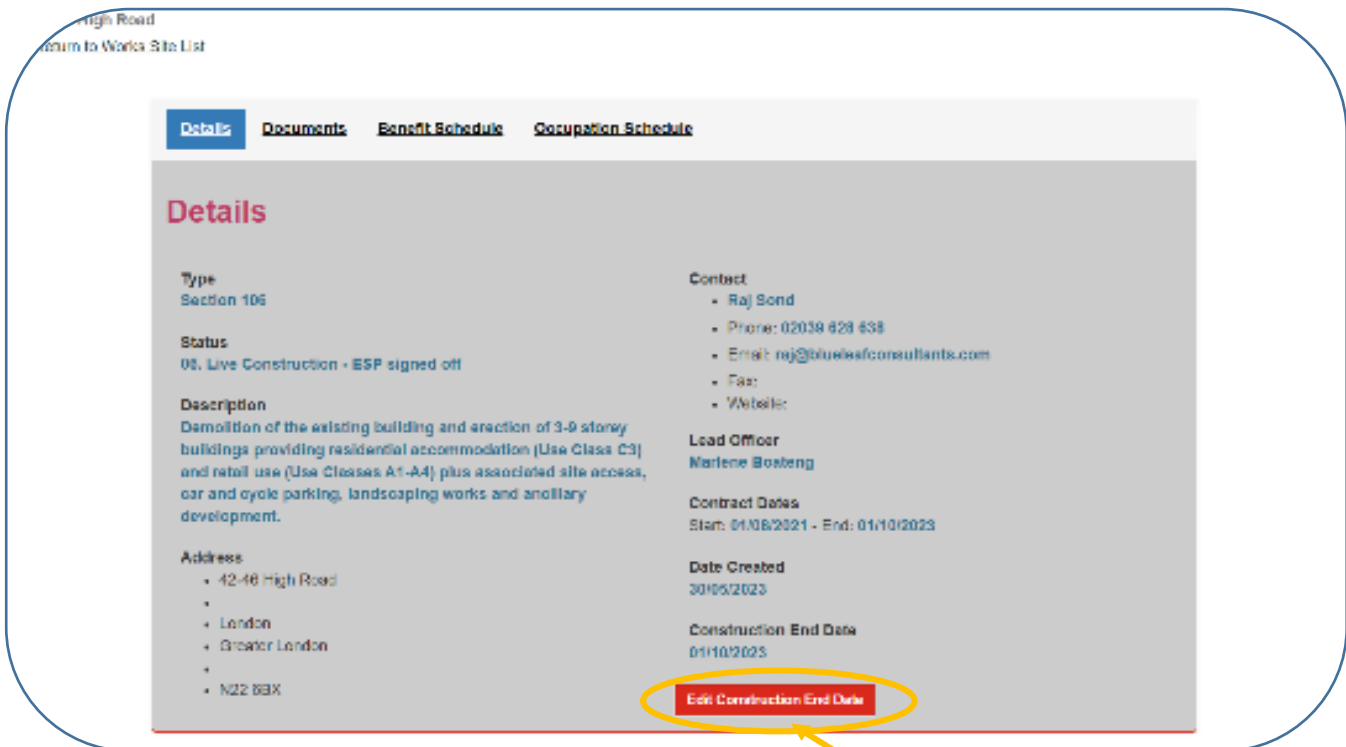
Select the worksite you would like to report on

## 4.2 Details tab

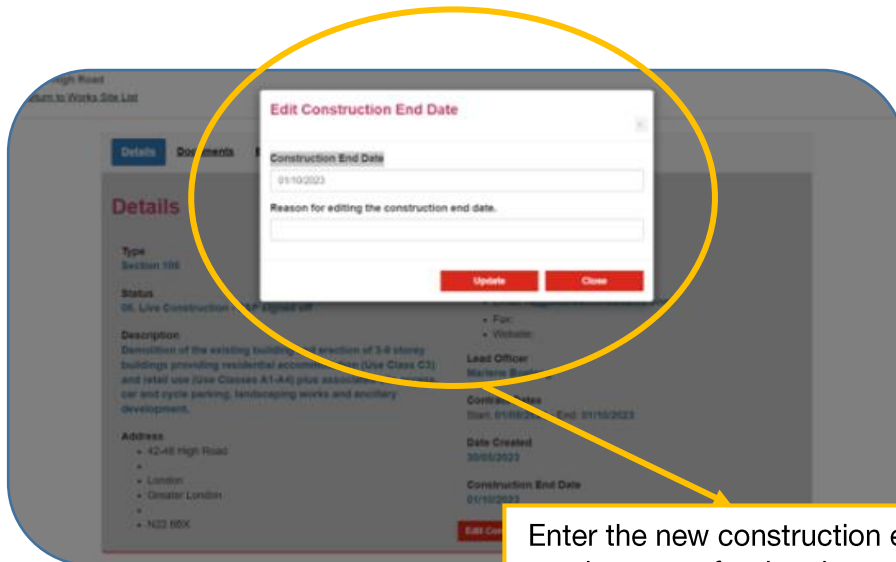
When you select your worksite, you will see the below page.

Under Details you will find brief details about the site including address and main contact details.

You can edit the construction end date on E&S reporting details page, click the Edit Construction End Date at the bottom of the page.



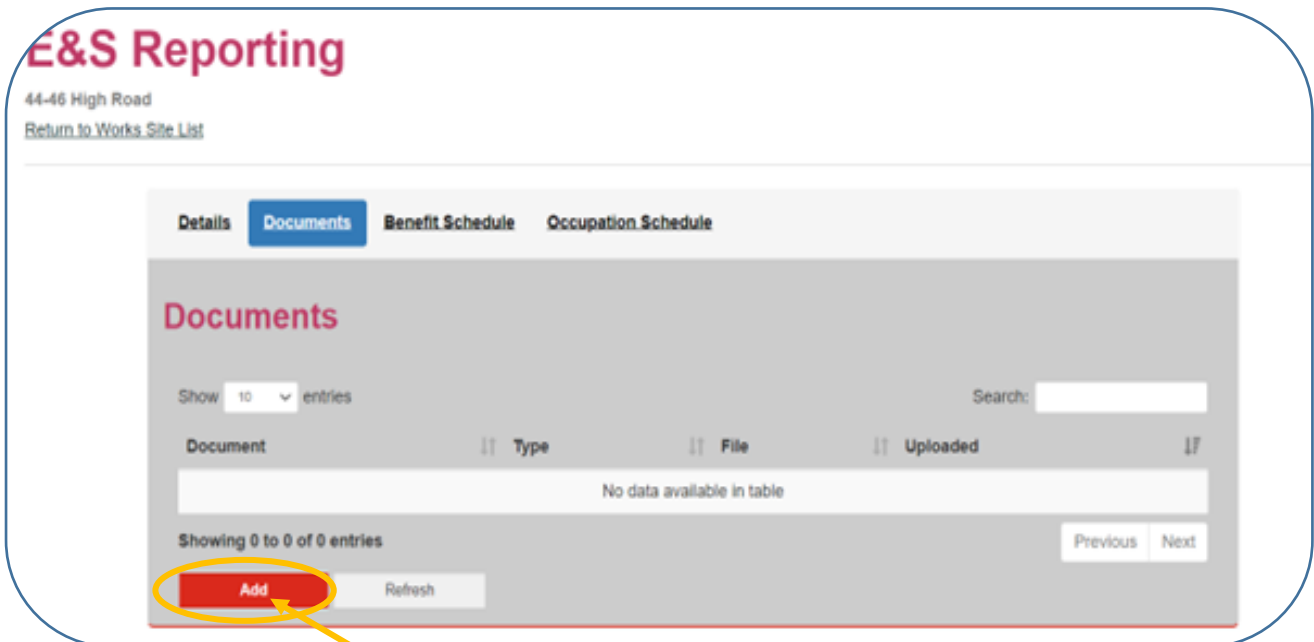
If there has been change to the date construction will be completed, Click 'Edit Construction End Date'



Enter the new construction end date and reasons for the change in box that appears. See here.

### 4.3 Documents Tab

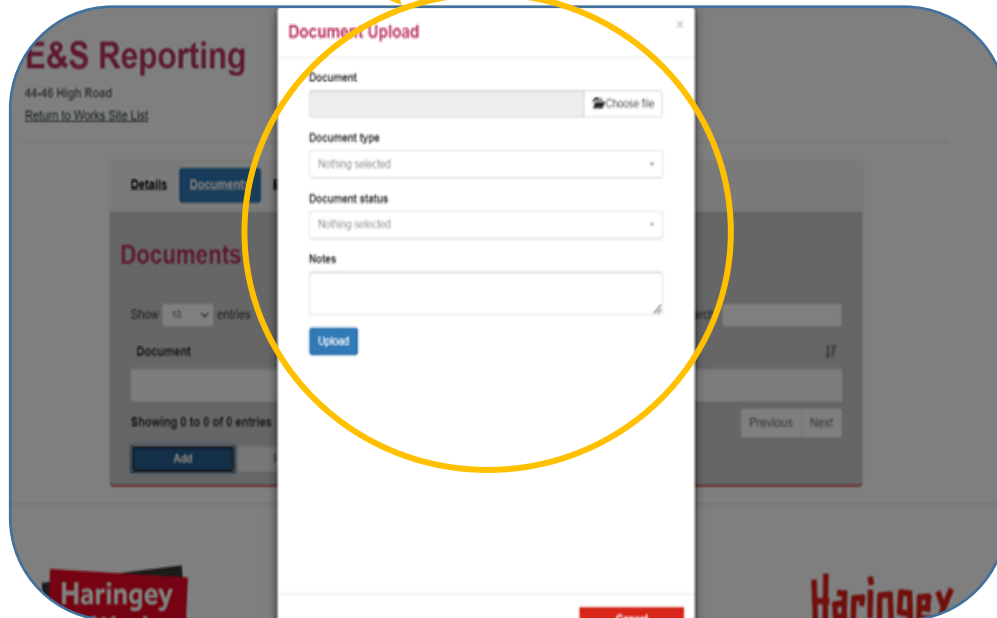
Under the Documents tab you will find important documents related to the site's obligations. You are also able to upload documents to this tab.



Click 'Add' to upload a document.

In the box that appears:

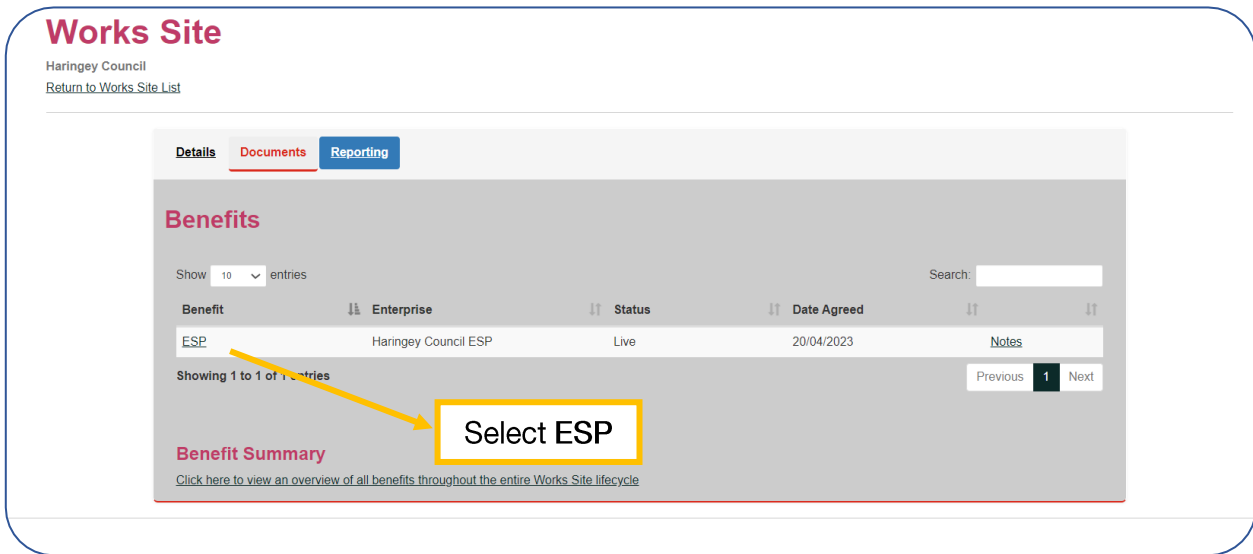
Find document in 'Choose file', select **type**, **status** and include any necessary **notes** explaining the document to upload.





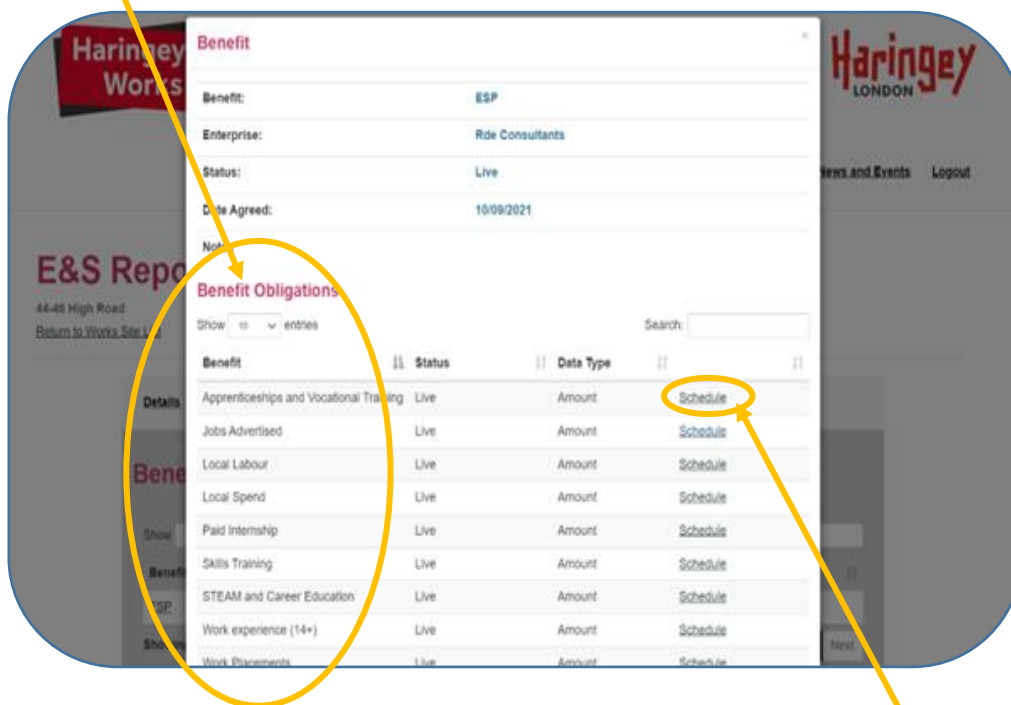
#### 4.4 Reporting Tab

Here you will report your obligations in line with your ESP.



You will see a list of 'Benefits – S106 Employment & Skills Obligations as defined in your ESP.'

List of 'Benefits' – s106 Employment & Skills Obligations



To report an update to a 'Benefit', click Schedule.

When you select a Schedule you will see the below page:

## E&S Reporting

[Go back](#)

**Works Site:** 44-46 High Road  
**Benefit:** ESP (Rde Consultants)  
**Obligation:** Jobs Advertised  
**Contract Dates:** 01/08/2021 - 01/10/2023

Ensure the correct month and year is selected.

In 'Report' enter the number of entries for the month. In this case as it is the Local Labour section input the number of Haringey residents employed during this period.

	2023	April	2023/04	2023/05	2023/06	2023/07	2023/08	2023/09	2023/10
Target									
Report			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unaccepted									
Verified			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Summary for displayed months

**Target** – in line with your reported histogram. Total you are expected to achieve.

**Unaccepted** – Number of entries that have not been accepted by LB Haringey s106 monitoring team.

**Verified** – Number of entries verified and acknowledged by LB Haringey s106 monitoring team.

Works Site: 44-46 High Road  
Benefit: ESP (Rde Consultants)  
Obligation: Jobs Advertised  
Contract Dates: 01/08/2021 - 01/10/2023

	2023/04	2023/05	2023/06	2023/07	2023/08	2023/09	2023/10	2023/11	2023/12	2024/01	2024/02	2024/03
Target												
Report	0.00											
Unaccepted												
Verified												

Summary for displayed months

Target	0.00
Report	0.00
Unaccepted	0.00
Verified	0.00

Summary for project lifetime

Target	0.00
Report	0.00
Unaccepted	0.00
Verified	0.00

Clear Save



**Note** – Click this Icon to add notes about the data you have regarding the data



**Paper clip** – Click this Icon to add evidence forms/upload additional documents.



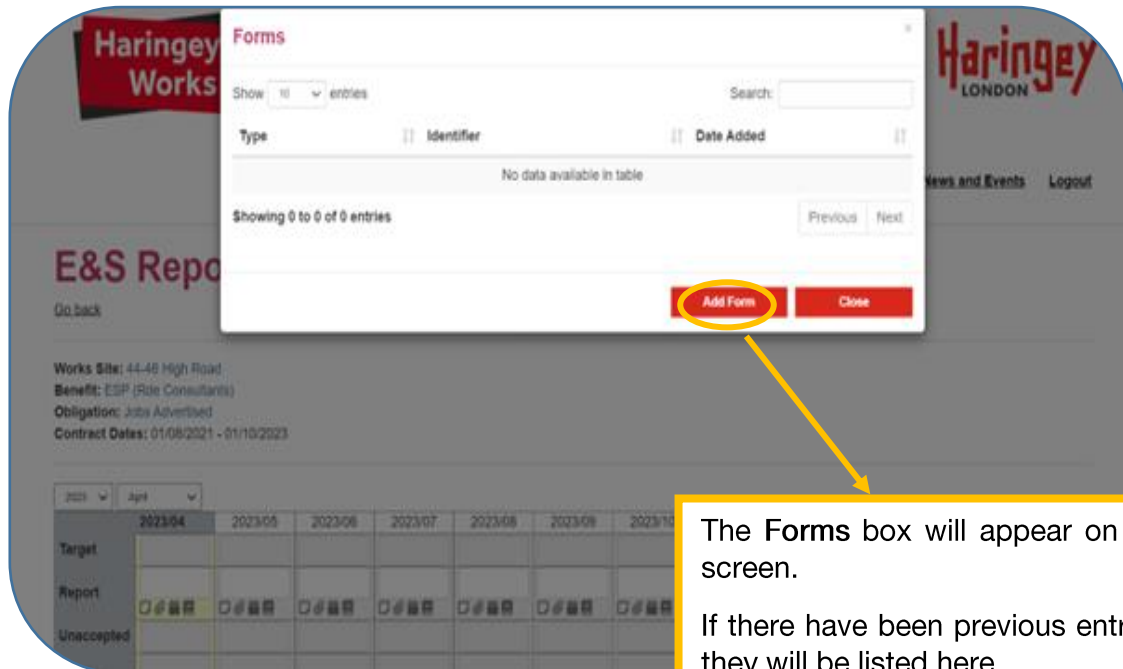
**History** – Click this Icon to view the history of records that have been created.



**Book** – Click the book Icon to Manage forms associated with record.

**NOTE:** The figures in reported and verified row may not always tally. Any comments or updates will be logged in the Notes section.

To submit a report, click on the book icon to add an entry. For each entry, you must fill out a separate form. For instance, if you are reporting that you have advertised 5 jobs, you will need to fill out 5 forms in total.



The Forms box will appear on the screen.

If there have been previous entries, they will be listed here.

Click **Add Form** to make a new entry.

**Add form**

### Local Labour

A Resident is person who is resident in the Borough of Haringey and such residency can be proven by the production of two valid proofs of address which are no more than two (2) months old, and the term Residents shall be construed accordingly.

**1. first name**  
First name/Given names as it appears on official documents such as a passport or driving licence.

**2. last name**  
Last/Family name as it appears on official documents such as a passport or driving licence.

**3. postcode**  
Postcode must be provided and be between 5 and 7 characters in length  
Postcode should always be in BLOCK CAPITALS. Leave a clear space of one character between the outward code (first part of the postcode, i.e., N22) and the inward code (the second part of the postcode, i.e., TTR)

**4. employer**  
Employer must be provided and be at least 2 characters in length

**5. job title**  
Job Title must be provided and be at least 4 characters in length

**6. start**

**7. employment start date**  
Employment Start Date must be provided.

**8. salary bracket**  
Salary Bracket requires an item to be selected

- National Minimum Wage
- Above National Minimum Wage
- National Living Wage
- Above National Living Wage
- London Living Wage
- Above London Living Wage

For further information, refer to:  
- <https://www.gov.uk/national-minimum-wage-rates>  
- <https://www.livingwage.org.uk/what-is-a-living-wage>

**9. source of referral**  
Source of Referral requires an item to be selected

**10. prior employment status**  
Prior Employment Status requires an item to be selected

**11. if employer via an agency, please specify below**  
If employed via an agency, please specify below must be at least 2 characters in length

**12. comments**

**Save** **Clear**

Complete the form.  
Mandatory questions in blue. Form can not be submitted if these questions are not answered.

Once complete click Save.

Works Site: 44-46 High Road  
 Benefit: ESP (Rde Consultants)  
 Obligation: Jobs Advertised  
 Contract Dates: 01/08/2021 - 01/10/2023

	2023/04	2023/05	2023/06	2023/07	2023/08	2023/09	2023/10	2023/11	2023/12	2024/01	2024/02	2024/03
Target												
Report	0.00											
Unaccepted												
Verified												

Summary for displayed months

Target	0.00
Report	0.00
Unaccepted	0.00
Verified	0.00

Summary for project lifetime

Target	0.00
Report	0.00
Unaccepted	0.00
Verified	0.00

Data that has been saved will appear here. When all data has been recorded. Click **Save**.

A pop-up notification box should appear confirming that data has been saved successfully.

Haringey Council’s Social Value Monitoring Officer will be able to access the data that has been entered.

The monthly s106 ESP monitoring report must be uploaded on the **5<sup>th</sup> day of every month or the Friday before, if this date falls on a weekend or bank holiday.**

We also encourage you to send the Haringey Works web form (see link below) to your new local labour starts for registration to track their outcomes. - [Click Here](#)