

## **JOB DESCRIPTION**

<b>Job Title:</b>	Careers Advisor
<b>Grade:</b>	7
<b>Responsible to:</b>	Head of Careers, Advice and Guidance
<b>Hours per week:</b>	36

### **Main Purpose of the Role**

- To provide careers education and guidance to customers.
- To prepare and support students in developing skills that increase employability and progression opportunities.
- To develop careers resources including on-line resources for tutors and students.

### **Principal Accountabilities**

1. Provide impartial careers and educational guidance to existing and potential students of the College on entry, on programme and at exit through 1-1's and workshops.
2. Offer workshops and tutorials on relevant employability and progression skills e.g. Interviewing, CV writing etc
3. Proactively support those students who are undecided about their intended destination
4. Develop a comprehensive and differentiated CEG programme for students, including developing materials and resources (with a particular focus on VLE, on-line and e: resources) and train teaching staff in how to use them effectively.
5. Provide advice and guidance to staff and students on completing UCAS applications including information on tuition fees, loans references and personal statements. Administer the UCAS System.
6. Work proactively with IAG staff and the Work Experience Team to ensure consistent provision of high quality advice and guidance on employability.
7. Actively promote the services that are offered by the Careers, Advice and Guidance Team. Support in the evaluation and continued improvement of these services.
8. Maintain a professional knowledge of current job trends, markets and opportunities, higher education and Government initiatives including visits as appropriate.

9. Undertake research and studies relating to the careers choices of students as necessary.
10. Organise a programme of campus based careers events that promote progression and employment opportunities, such as HE parents information evening, Careers Fairs, Recruitment Fairs, employer talks.
11. Support the Head of Careers, Advice and Guidance in maintaining high standards of IAG including active involvement in Matrix, Investors in Careers and other quality standards accreditation.
12. Maintain up to date knowledge of financial support mechanisms ensuring this information is shared with customers and used to inform financial support policy.
13. Maintain records of interviews and guidance including collating and providing statistics and analysis on effectiveness of provision.
14. Participate in the staffing of enrolment, open days and other cross-college functions and duty rotas, including on and off site student and employer recruitment and marketing activities.

### **General Accountabilities**

1. Lead, promote and support the development of the College's Equality and Diversity policies, procedures and practices as they relate to students and staff.
2. Develop effective contact, liaison and working relationships with colleagues in the College and other bodies as appropriate.
3. Support the development of the learning organisation and facilitate cultural change.
4. To engage in professional development and networking to ensure that professional and strategic contributions are up-to-date.
5. Complying with the College Health and Safety Policy and all relevant health and safety requirements.
6. Participating actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
7. All employees are expected to be fully committed to policies and processes on equality, diversity and safeguarding.
8. Such other duties as may be reasonably expected of the post holder.
9. This list is not exhaustive and is only an indication of responsibilities.

### **Training Identified for the Post**

1. National Careers Conference.

2. University open events.
3. Employer engagement activities.
4. UCAS training.
5. Student finance training.
6. Data protection training.
7. Induction training.
8. Equality and Diversity training.
9. Safeguarding training including a three yearly update.
10. Health and Safety training.
11. Prevent training including a three yearly update.
12. Keeping updated with developments in the appropriate professional area.
13. Safer recruitment training (management posts only)

### **Please note**

The person appointed to this post will, from time to time, have contact with students, many of whom are under eighteen year of age, and some under sixteen years, a number of whom may have moderate to severe learning difficulties and/or disabilities. As such, the postholder will be required to have an Enhanced DBS check along with other mandatory checks.

As the College is a multi-campus site, flexibility and willingness to work across sites will be required. This job description reflects the requirements of the post at January 2018 but may be amended from time to time following consultation with the post holder.

### **Safeguarding Requirements**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks (including a DBS check at Enhanced level) as well as providing proof of right to work in the UK.

### **Equality, Diversity and Inclusion and British Values**

As we are a diverse college that respects differences in race, disability, gender, gender identity, marital status, sexual orientation, age, faith or belief, trade union membership or activity, background or personal circumstance, we welcome all applications. We want everyone to feel valued and included in the college community and to achieve their full potential. The College is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate. The College is committed to promoting the Prevent agenda along with Fundamental British Values. We aim to provide an open, welcoming and safe environment for all of our students, employees and visitors.

## PERSONAL SPECIFICATION: Careers Advisor

	Essential	Desirable
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience in providing one-to-one careers guidance and advice to a range of people of different abilities and needs.</li> <li>2. Experience of delivering careers education activities to groups of people.</li> <li>3. Experience of delivering training to peers and staff in guidance and related fields.</li> <li>4. Experience of developing paper and electronic resources to support learning.</li> <li>5. Relevant experience of working with employers to support customer in to employment.</li> <li>6. Experience of working in a multi-agency way to get the best outcome for the customer.</li> </ol>	<ol style="list-style-type: none"> <li>1. The use of online programmes such as fasttomato, Morrisby and UCAS to support customers with their decision making.</li> <li>2. Experience of working in a college or school environment.</li> </ol>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. A level 6 qualification in careers guidance, for example Diploma in Careers guidance or NVQ4 in Information, Advice and Guidance plus the L6 mini award.</li> </ol>	
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Excellent knowledge of the HE application processes and the UCAS system.</li> <li>2. Good knowledge of FE and HE financial support.</li> <li>3. Knowledge of external quality awards, including Investor in Careers and Matrix and requirements to sustain these.</li> <li>4. Up-to-date and accurate knowledge of progression options including HE, FE, employability and apprenticeships.</li> <li>5. Good IT skills with a broad knowledge of Microsoft Office suite of programmes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of current national thinking about careers education, advice and guidance.</li> </ol>
<b>Skills</b>	<ol style="list-style-type: none"> <li>1. Excellent verbal and written communication skills.</li> <li>2. Demonstrable presentation skills (delivery and preparation of materials / presentation).</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to think and act to create and develop innovative solutions.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Ability to communicate patiently and effectively with customers.</li> <li>4. Ability to maintain a calm and personable manner when dealing with a wide range of customers.</li> <li>5. The ability to meet targets and deadlines while working accurately, with attention to detail.</li> </ol>	<ol style="list-style-type: none"> <li>2. Ability to empower and motivate people at all levels.</li> </ol>
<b>Personal Qualities</b>	<ol style="list-style-type: none"> <li>1. Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.</li> <li>2. Ability to work as part of a team and support colleagues.</li> <li>3. Ability to cope with a demanding workload.</li> <li>4. Prepared to take and implement decisions and accept responsibility for own actions.</li> <li>5. Self motivated.</li> </ol>	
<b>Other</b>	<ol style="list-style-type: none"> <li>1. Ability and willingness to travel between sites and elsewhere on a regular basis.</li> <li>2. Ability to work flexibly as some evening duty may be required to meet the needs of the College.</li> </ol>	