

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Careers Officer
Responsible To:	Assistant Principal for Student Services
Department:	Admissions & Careers
Salary Grade:	Grade E

JOB ROLE

Delivery of the Careers Education programme across the College Group and the provision of an impartial and confidential Information, Advice and Guidance service.

This includes monitoring and reporting of progression statistics and the development of internal and external partnerships to enhance service quality.

KEY DUTIES

No	Description of Duties
1	Help to promote the awareness of Information Advice and Guidance services and the Careers Education programme to staff and students across the College Group.
2	Liaise with staff in the College Advice Shops to improve service provision and facilities offered.
3	Delivery of CEIAG services to students at all College settings and to prospective students, in line with national standards and local policies.
4	Monitor record and report on all activities to the Support Services Manager.
5	Development of schemes of work and lesson plans to support the delivery of the Careers Education Programme.
6	Cross College delivery of lessons to support the Careers Education Policy.
7	Support the development and delivery of staff training linked to IAG and CEG activities.
8	Keep abreast of developments and trends in careers, LMI and HE opportunities and share this information with staff and students.
9	Contribute to ensuring the college meets the Gatsby benchmarks and requirements for quality awards.
10	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance manual.

11	Assume joint responsibility within CEIAG teams for quality of course delivery.
12	Co-ordination of UCAS activities.
13	Liaising with the staff, students, external bodies and the library team to maintain sufficient CEIAG library resources, in line with national IAG and MATRIX standards.
14	Use of specialist careers software throughout the guidance process to enable students to meet the national CEG outcomes of self development, career exploration and career management.
15	Use of College IT systems to monitor, record and report outputs and other administrative duties.
16	Undertake appropriate in-service training when required to do so.
17	Ensure effective communication takes place with management, staff, students, customers and clients.
18	Ensure a high level of confidentiality at all times.
19	Provide specialist careers advice to learners with SEN.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title:

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	Level 6 Advice and Guidance qualification e.g. Degree/HND	X	
1.2	Qualification in Careers Guidance at ideally Level 6	X	
2. Experience			
2.1	Delivering 1:1 advice and guidance to a wider range of students in an educational setting	X	
2.2	Have experience of delivering CEG to small and large groups	X	
2.3	Experience of work with young people with additional needs		X
3. Skills/Abilities			
3.1	Highly organised, self-motivated with excellent administrative skills and be able to prioritise and organise own workload with minimal supervision	X	
3.2	Good communication skills and the ability to communicate at all levels	X	
3.3	Evidence of good communication skills	X	
3.4	Be able to work as part of a team	X	
4. Qualities			
4.1	Commitment to Safeguarding	X	
4.2	Genuine understanding of a commitment to Equal Opportunities in practice	X	
4.3	Willingness to work flexibly	X	
4.4	Willingness to work within a team to implement strategic policy	X	
5. Other Requirements			
5.1	Willingness to assist with evening duties, including open evenings, interviews, and enrolment events	X	
5.2	Ability to work between multiple sites at short notice	X	
5.3	Willingness to work flexibly	X	
5.4	High levels of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement	X	
5.5	Act as an ambassador for the College	X	
5.6	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally	X	
5.7	Resilient and calm in pressurised situations	X	

Shortlisting Criteria		Essential	Desirable
5.8	The ability to build and maintain effective relationships	X	