

## **Careers Advisor Job Description**

<b>Area</b>	<b>: Marketing and Schools Partnerships</b>
<b>Salary</b>	<b>: £26,556- £28,996 (pro rata, per annum)</b>
<b>Hours of Work (<i>Full-time</i>)</b>	<b>: 22.2 hours – 0.6FTE</b>
<b>Line Manager</b>	<b>: CEIAG Supervisor</b>

### **Main Purpose of Job:**

To provide outstanding customer service and contribute to culture of continuous improvement in order to ensure that the service provided:

- meets the needs of all staff, learners, employers and other stakeholders;
- is of the highest possible quality in terms of service user satisfaction and availability of accurate and timely data to inform decision making;
- is effective, efficient and provides excellent value for money;
- reflects the vision, mission and values of the College;
- is innovative, developmental and judged as outstanding; *and*
- promotes a culture of excellence and equality.

### **Key Responsibilities:**

To provide careers guidance in order to ensure a quality service for learners, visitors, customers and staff.

### **Key Duties:**

- (1) Support all learners, staff and customers who require Careers, Information, Advice and Guidance via a range of methods including face- to- face, telephone, email, 1:1 appointment, College events, school events and group workshops.
- (2) Support the CEIAG supervisor to embed Careers Education provision into teaching and learning including specialist areas employability, volunteering and Higher Education.
- (3) Act as a linked CEIAG advisor to curriculum areas to provide timely, appropriate and accurate Careers, Information, Advice and Guidance to all levels of learners to support success and raise aspirations.
- (4) Liaise with internal and external partners and agencies to ensure a knowledgeable and well-informed service is available to all learners.
- (5) Be responsible for sharing best practice and knowledge throughout the Careers, Information, Advice and Guidance team.
- (6) Provide up to date and knowledgeable Labour Market information and trends to all learners.

- (7) Attend and provide advice at College Admission events.
- (8) Develop and maintain a Careers Library and ensure all on-line and paper-based resources are updated and current to meet the needs of the learners.
- (9) Provide excellent and effective customer service.
- (10) Develop and deliver high quality Careers Education workshops.
- (11) Support lecturers to provide Information, Advice and Guidance as part of course delivery.
- (12) Lead on a specialist area including pre-entry, retention, (HE, Employability and Volunteering) or progression for all learners.
- (13) Attend local school events and provide careers information, advice and guidance on options post 16 and 18.
- (14) Be responsible for summary and statistical reports for specialist areas.
- (15) Represent the area at internal and external meetings.
- (16) Proactively support the achievement of the areas Service Standards.
- (17) Work at the College campus and any satellite centres as and when required.
- (18) Take on any additional responsibilities which might from time to time be determined.

#### **Generic Duties and Responsibilities:**

- (19) Promote a culture of innovation, excellence and equality.
- (20) Reflect the vision, mission and values of the College.
- (21) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (22) Actively contribute to the risk management of the College.
- (23) Positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (24) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (25) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (26) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other college campuses.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

# Careers Advisor

## Person Specification

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications						
<u>Essential</u>						
GCSE Grade C (4/5) in English and Maths ( <i>or equivalent</i> )	✓				✓	
Relevant Industry Qualifications (Diploma in Careers Guidance Parts 1 and 2 or NVQ 4 in Guidance) or equivalent.	✓				✓	
<u>Desirable</u>						
Degree or equivalent	✓					
Skills and Experience						
<u>Essential</u>						
Proven ability of successfully achieving tasks to a high standard	✓		✓			✓
Excellent IT Skills including use of Microsoft Office and Outlook	✓		✓			✓
Experience of working collaboratively with internal and external partners and agencies	✓		✓			
Ability to maintain knowledge and understanding of Local and National Labour Market trends	✓		✓			
Personal Attributes						
<u>Essential</u>						
Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to College) and to translate ideas into actions			✓			
Emotional intelligence, self-awareness and confidence			✓			✓
Accuracy and attention to detail			✓			
Excellent organisational skills, ability to prioritise and work effectively under pressure			✓			✓
Flexible approach to working			✓			

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Personal Attributes Continued						
Demonstrate knowledge of and commitment to equality of opportunity and treatment for all members of the College community			✓			
A positive attitude to completing all tasks within deadlines			✓			✓
Able to maintain confidentiality at all times			✓			✓
Ability to represent the College in a professional manner			✓			
Other requirements for employment						
Enhanced DBS						

Update: April 2023