



Careers Advisor Job Description

Area	: Marketing and Schools Partnerships
Salary	: £25,412 - £27,747 (<i>pro rata, per annum</i>)
Hours of Work (<i>Full-time</i>)	: 22.2 hours – 0.6FTE
Line Manager	: CEIAG Supervisor

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			✓		

Assessment Method					
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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: November 2022