

## Role Description

<b>Role Title: Careers and Employability Advisor</b>	<b>Pay Grade: Grade 6, GBP £23,888 – £26,111</b>
<b>Normal Place of Work – SBSA with travel to other campuses</b>	<b>Line Manager: Careers and Employability manager</b>
<b>Normal Working Hours: 37 per week</b>	<b>Responsible For: N/A</b>

### ROLE PURPOSE

- To play an integral role in ensuring the College meets its statutory duty in providing a professional, student focussed service in relation to impartial Career Education, Information, Advice and Guidance (CEIAG), that inspires individuals by detailing the opportunities available to them in education, training and employment
- Providing an inclusive service that is responsive to individuals needs and includes discussions to raise their aspirations and support positive student destinations
- Provide accurate, timely and high-quality CEIAG to customers of all ages in person, by telephone or electronically for all categories
- To ensure that the college remains compliant with all eight of the Gatsby Benchmarks, Matrix Standards and Ofsted requirements and support the promotion of these within all departments for a whole college approach
- Support progression activities and recording of destinations to ensure learners make progress and move on to a higher level of qualification, employment, further training or independent living

### PRINCIPAL ACCOUNTABILITIES

1. Support the following cohorts of students by providing the tools and resources to explore their own skills, interests and aspirations, through 1:1 career advice and guidance sessions to inspire what opportunities are available to them:
  - 16-18
  - Apprentices
  - Adults
  - English Speakers of Other Languages (ESOL)
  - Special Educational Needs (SEN)
  - Higher Education
2. Supporting potential and current students in exploring Local Labour Market Information to be able to make informed decisions of their career goals
3. Engage in the design and implementation of a well-balanced careers programme including workshops, which covers key themes and liaise with the Marketing Department to advertise and celebrate them by providing content
4. Develop effective relationships with teaching staff and personal development tutors and support in embedding careers throughout the curriculum
5. Support key activities throughout the academic year to ensure application to enrolment conversions and retention are high and leads to a positive destination by checking on attendance and progress to encourage learners to take responsibility for their own development
6. Generate evidence using college systems to record sessions, that can be used in future matrix assessments, including student outcomes and progression
7. Carry out department level Compass Assessments at three points in the academic year to identify areas for development to improve the whole colleges evaluation
8. Ensure any careers activity aligns with the Careers and Progression Strategy
9. Work closely with the Work Placement and Maths and English Teams to ensure their objectives align with the requirements of the Gatsby Benchmarks
10. Deliver workshops on a range of demand led careers and employability topics;
  - job searching skills
  - CV writing
  - application writing
  - interview techniques
  - UCAS applications (awareness of deadlines)
  - Parent information sessions

11. Provide training to college staff members on triaging the use of the resources available and the referral process
12. Proactively raise awareness of the careers support available to all ages and cohorts throughout the year, including inductions and the use of innovative approaches to engage students in personal development opportunities and activities
13. Regularly review the service that the Careers Team provide using feedback from key stakeholders; students, parents, college staff to make improvements to our offer to ensure continuous improvements
14. Represent the college at internal and external events, including open events and school's liaison activity
15. Support the Careers and Employability Manager to regularly review the quality of IAG provided to our students by college staff and our Partners to ensure consistency and high-quality guidance is received by all
16. Participate in regular team meetings
17. Be responsible for proactive addressing of health and safety issues within the service. In particular to ensure that, where appropriate, risk assessments and inspections are carried out/reviewed and that, if required, safe systems of work are put in place.
18. Meet personal performance targets
19. Reflect critically on own work, discussing annually at your appraisal how your performance can be improved and where appropriate agree what actions can be taken for further improvement.
20. Work collaboratively and effectively with the relevant staff to ensure that all cross-College processes and procedures including financial procedures are consistently applied, and carried out in a timely fashion.
21. Attend training events which relate to your role and network with other Career Advisors
22. Embed Equality and Diversity practices and principles, promoting and celebrating diversity, and tackling inequalities where they arise.
23. Ensure you are trained and fully compliant with Safeguarding procedures, and that you attend updating training, as well as refer issues appropriately.
24. Actively promote the College both internally and externally.
25. Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your place of work or at any of the College's centres.

### Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

Careers and Employability Manager
Head of Student Experience
Personal development tutors and curriculum staff
Student Services
Work placement team
Head of Departments
Schools Liaison Officer
Enrichment co-ordinators
Current and prospective students
Extended college staff including curriculum, MIS and other support staff

### Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values

- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

**Values**

To role model the College values of: integrity, respect, ambition and pride

**Behaviours**

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

# Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
GCSE at levels A – C including Maths and English or Equivalent	✓		AF/Cert
Information, Advice and Guidance (IAG) qualifications at Level 4 and the willingness to work towards Level 6		✓	AF/Cert
ECDL or equivalent, evidencing a level of general competence in the full range of generic office packages	✓		AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Experience and success in delivering customer focused services	✓		AF/IV
Experience of delivering Information and Advice to enquirers	✓		AF/IV
Knowledge of the College's course offer and how to deliver Information, Advice and Guidance	✓		AF/IV
Knowledge of the Gatsby benchmarks	✓		AF/IV
Experience of adjusting approach and language to meet the needs of the customer	✓		AF/IV
Experience of dealing with customers face to face, telephone, Teams, Zoom or via email	✓		AF/IV
Experience of and competence in using a range of IT systems and software on a day-to-day basis	✓		AF/IV
Experience of prioritising tasks to respond to a range of competing tasks	✓		AF/IV
Experience of dealing with complaints and achieving positive outcomes	✓		AF/IV
Previous experience of using a range of Microsoft office packages, databases and email	✓		AF/IV
Experience of liaising with teaching staff in a Careers role		✓	AF/IV
Evidence of continuous professional development	✓		AF/IV
Knowledge of recording and tracking systems	✓		AF/IV
An awareness of the actual and potential use of the College's website for Information, Advice & Guidance	✓		AF/IV
An awareness of the use and impact of social media		✓	AF/IV
<b>SKILLS AND ABILITIES</b>			
Excellent written and verbal communication skills	✓		AF/IV
Ability to engage positively with staff and learners at all levels	✓		AF/IV
Strong team worker	✓		AF/IV
An ability to deliver excellent customer service	✓		AF/IV
A flexible approach and ability to prioritise	✓		AF/IV
Focussed and accurate when processing customer information	✓		AF/IV
A creative, innovative and proactive approach to service delivery	✓		AF/IV
An ability to learn new systems and software quickly and follow procedures	✓		AF/IV
Willingness to work additional hours when required to meet demands of job, and on some evenings per week in term-time as necessary. Will need to be available on standby for occasional Saturdays	✓		AF/IV
Willingness to work at any of the College sites to meet the service needs.	✓		AF/IV

\*Assessment method:

AF = Assessed via application form  
AT = Assessed via test/work-related task

IV = Assessed via interview  
Cert = Certificate checked at interview