

Job Description

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| Position: | Careers Adviser |
| Academic Group/Service: | Jobs for Students |
| Reference: | CAE-021/P |
| Grade: | Grade 6 |
| Status: | Permanent |
| Hours: | Full time, 8.45 – 5.00pm Monday - Friday |
| Responsible to: | Senior Careers Adviser |

This role is responsible for providing specialist, high quality career management, education and guidance services that develop and enhance the employability of University of Bolton students and graduates.

The role will be recognised within the University as an expert with specialist knowledge and experience of careers guidance and employability, contributing towards the achievement of institutional, Service and School employability KPIs and objectives.

Generic duties and responsibilities:

- Provide individual careers guidance to University of Bolton students and graduates to assist with self-evaluation, occupational exploration, job seeking skills development and career planning.
- To design and contribute to the delivery of employability skills through the curriculum, including provision of input to assessed modules and interactive careers-related workshops to both small and large groups of students and graduates.
- To develop a range of appropriate careers and employability resources, including on-line materials for students and graduates.
- To have specific responsibility for a number of key subject areas, establishing partnership agreements with identified School staff and providing support for curriculum development to help embed employability skills.
- To work closely with academic colleagues to evaluate need and develop career and employability support across the student lifecycle, in particular providing support for finalists, graduates and Alumni.
- To provide recruitment support to facilitate graduate employment and an improvement in Graduate Outcomes metrics.
- To maintain a good understanding of changes in local, regional, national and international graduate opportunities and recruitment and selection methods by investigating appropriate sources and to develop specialist knowledge for a specified caseload.
- To participate in the collection and analysis of data for graduate destinations.

- To help market the Service and the full range of careers and employability initiatives, including the use of social media, website and developing case studies.
- To develop and enhance the employer and student experience of the careers web presence, including the promotion of the online vacancy service.
- To perform detailed analysis and interpretation of information and data, presenting results via presentations, reports and briefings in order to support development and decision making.
- To develop and maintain appropriate internal and external networks in the area of graduate employability and careers to facilitate the sharing of best practice to ensure that the university is positioned to provide a comprehensive and responsive career and employability service.
- To support University Open Days and events for students and graduates.
- Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
- Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role
- Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements

Other Duties:

- To demonstrate excellent customer care in dealing with all customers of the Careers Service, as per the Customer Service Excellence Quality Standards.
- To work flexibly including additional hours, in the evenings, at peak times, at the weekend and at University Open Days to meet the needs of the service.
- Undertake appropriate training and development, as required.

Note: This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Person Specification

| Position: Careers Adviser | | Reference: | |
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| Faculty/ Service: Jobs for Students | | Priority | |
| Criteria | | (1/2) | Method of Assessment |
| 1 | Qualifications | | |
| 1 a) | Eduated to degree level standard, or equivalent relevant experience | 1 | Application Form/Documentation |
| 1 b) | Professional Careers Guidance qualification e.g. DCG, QCG | 1 | Application Form/Documentation |
| 2 | Skills | | |
| 2 a) | Excellent communication and interpersonal skills | 1 | Application Form/Interview |
| 2 b) | Able to design and deliver presentations to small and large groups | 1 | Application Form / Interview /Written Exercise |
| 2 c) | Able to demonstrate strong networking skills to facilitate the development of effective working relationships, both internally and externally | 1 | Application Form/Interview |
| 2 d) | Excellent team working skills and the ability to work flexibly in a team | 1 | Application Form/Interview |
| 2 e) | Able to organise and prioritise workload to meet own and service objectives | 1 | Application Form/Interview |
| 2 f) | Good IT skills and an interest in the development and application of CRM systems for recruitment and vacancy handling | 1 | Application Form/Interview |
| 2 g) | Ability to work on own initiative and problem solve using creativity and innovation | 1 | Application Form /Interview/ Written Exercise |
| 2 h) | Current Social media skills and the ability to communicate with stakeholders through a variety of mediums | 1 | Application Form/Interview |
| 3 | Experience / Knowledge | | |
| 3 a) | Experience of providing one to one careers guidance to students and/or graduate clients within a Higher Education setting. | 1 | Application Form/ Interview/ Written Exercise |
| 3 b) | Evidence of successful experience of developing business relationships with employers | 1 | Application Form/Interview |
| 3 c) | Evidence of experience of partnership building and liaison with regional/national organisations | 1 | Application Form/Interview |
| 3 d) | An awareness of Higher Education, in particular, a sound working knowledge of the graduate labour market | 1 | Application Form/Interview |
| 3 e) | Credible experience of organising employer events and workshop activities in order to promote graduate | 1 | Application Form/ Interview/ Written Exercise |
| 3 f) | Experience of working to achieve targets and measuring impact | 1 | Application Form/Interview |
| 3 g) | Experience of writing career information and career learning material | 1 | Application Form/ Interview/ Written Exercise |
| 4 | Personal Qualities | | |
| 4 a) | Able to work under pressure and to meet deadlines | 1 | Interview |
| 4 b) | Efficient and well organised | 1 | Interview |
| 4 c) | Sensitive to individual needs and cultural differences | 1 | Interview |

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| 4 d) | Self-motivating and proven ability to work unsupervised and exercise judgement and initiative | 1 | Interview |
| 4 e) | Commitment to continuous improvement and creative ways of working | 1 | Interview |
| 4 a) | Awareness of the requirements associated with operating within a customer service environment | 1 | Interview |
| 5 | Other | | |
| 5 a) | Willing to undertake staff development, which may take place outside the University | 1 | Interview |
| 5 b) | Commitment to the University's policy on equal opportunities and diversity | 1 | Interview |
| 5 b) | Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and the Bribery Act, Prevent and commitment to the University's policy on equal opportunities and diversity | 1 | Interview |
| 5 c) | Awareness of the requirements of Health & Safety within the work environment | 1 | Interview |
| 5 e) | Available to work evenings and outside the normal academic year. | 1 | Interview |

Note:

1. **Priority 1** indicates **vital** criterion - a candidate would be unsuccessful if unable to satisfy Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - candidates failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current