

Job Description

Position:	Careers and Employability Advisor – Placement Support
School/Service:	Jobs for Students
Reference:	CAE-013/P
Grade:	Grade 6
Status:	Permanent
Hours:	0.6 FTE
Responsible to:	Head of Careers and Employability

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.

This post will have a particular focus on supporting students to access, find and navigate placements and other work-based learning (WBL) opportunities.

Reporting to the Head of Careers and Employability and with links to the Faculties, they will provide a full range of professional careers advisory services for students who are seeking to develop their work experience, both within and external to the curriculum.

Generic duties and responsibilities:

- Provide individual careers guidance to University of Bolton students to assist with self-evaluation, occupational exploration, job seeking skills development and career planning within the context of developing access to placements and WBL.
- Design and contribute to the delivery of employability skills through the curriculum, including provision of input to assessed modules and interactive placement-related workshops to both small and large groups of students and graduates.
- Develop a range of highly engaging placement and employability resources, including on-line materials for students.
- Have specific responsibility for guiding students in accessing placements, internships and other WBL opportunities, ensuring that they are prepared for an external workplace, and further interaction with employers.
- Work closely with academic colleagues to evaluate need and develop career and employability support across the student lifecycle, in particular providing support for placements and WBL preparation and evaluation.
- Maintain a good understanding of changes in local, regional and national developments concerning WBL methodologies, by investigating appropriate sources and to develop specialist knowledge.

- Help market the Careers and Employment Team and the full range of careers and employability initiatives, including the use of social media, website and developing case studies.
- Develop and enhance the employer and student experience of the careers web presence, including the promotion of the online vacancy service and online careers platform.
- Perform detailed analysis and interpretation of information and data, presenting results via presentations, reports and briefings in order to support development and decision-making.
- Support University Open Days and events for students and graduates and manage all rotas associated with additional University requirements such as the online chat facility and clearing.

Other Duties:

- Demonstrate excellent customer care in dealing with all customers of the Careers Service, as per the Customer Service Excellence Quality Standards.
- Work additional hours, in the evenings, at peak times, at the weekend and at University Open Days.
- Undertake appropriate training and development, as required.
- Undertake any other reasonable duties, as required by the line manager, commensurate with the grade of the post.

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 and Employability Advisor – Placement Support	Reference:	CAE-013/P
School/Service	Jobs for Students	Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Educated to degree level standard, or equivalent relevant experience	1	Application Form/Documentation
1 b)	Professional Careers Guidance qualification	1	Application Form/Documentation
2	Skills		
2 a)	Excellent communication and interpersonal skills	1	Application Form/Interview/Presentation
2 b)	Able to design and deliver engaging presentations to small and large groups	1	Application Form/Interview/Presentation
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/Presentation
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 placement and WBL support	1	Application Form/Interview
2 g)	Able to work on own initiative and problem solve using creativity and innovation	1	Application Form/Interview
2 h)	Social media skills and the ability to communicate with stakeholders through a variety of mediums	1	Application Form/Interview
3	Experience / Knowledge		
3 a)	Evidence of successful experience of developing business relationships with employers	1	Application Form/Interview/Presentation
3 b)	Evidence of experience of partnership building and liaison with regional/national organisations	1	Application Form/Interview
3 c)	An awareness of Higher Education, in particular, a sound working knowledge of WBL/placement support	1	Application Form/Interview/Presentation
3 d)	Experience of organising employer events and workshop activities in order to promote WBL	1	Application Form/Interview
3 e)	Experience of working to achieve targets and measuring impact	1	Application Form/Interview
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

4 d)	Work independently without close supervision	1	Interview
4 e)	Commitment to continuous improvement and creative ways of working	1	Interview
5	Other		
5 a)	Able to undertake staff development, which may take place outside of the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, GDPR, Safeguarding, Health and Safety, Freedom of	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly across sites and travel as appropriate in order to meet the needs of the services.	1	Interview
5 e)	Willing to work flexibly in order to meet the needs of the service	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants 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