

Job Description

Job title	Careers Adviser
School / department	Careers, Student Services
Grade	6
Line manager	Head of Careers and Volunteering

Main purpose of the job

- Undertake a full range of careers adviser activities including providing individual advice and guidance to students and graduates and developing and delivering workshops
- Enhance the employability of students and graduates through the curriculum by working collaboratively with a range of stakeholders

Key areas of responsibility

- Conduct one to one advice and guidance sessions with students and graduates and respond to email enquiries
- Develop and deliver employability through discipline specific and generic workshops, projects and employer events
- Collaborate with academic colleagues in developing employability skills within and alongside the curriculum
- Develop and maintain contacts with employers and professional bodies ,locally and nationally, in order to keep up to date with current labour market trends and employer needs
- Use IT for communication (social media, Skype), keeping records (database) and researching and producing careers information (print, website, blogs)
- Contribute to appropriate academic committees at School level
- Contribute to the development and promotion of the Service
- Support and promote equality of opportunity in all activities and aspects of the post
- Take responsibility for own continuous professional development including attending training events, reviewing publications and networking

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	<p>Degree or equivalent</p> <p>A qualification related to careers guidance e.g. QCG, DipCG, NVQ Level 4</p>	
Knowledge and experience	<p>Relevant experience of careers work with higher education students and graduates</p> <p>Experience of preparing and delivering presentations and workshops to small and large groups</p> <p>Experience of the graduate labour market and graduate recruitment and selection processes</p>	<p>Experience of working with postgraduates</p> <p>Teaching qualification</p>
Specific skills to the job	<p>Ability to combine careers theory and practice in order to work effectively with students and graduates on a one to one basis and in groups</p> <p>Computer literate and able to use IT for presentations, internet searches and producing careers materials</p> <p>Familiar with the use of social media</p>	
General skills	<p>Ability to communicate effectively both orally and in writing with a wide range of people at different levels both inside and outside of the University</p> <p>Well organised and able to prioritise</p> <p>Ability to work as part of a team.</p> <p>Ability to work with people from a wide range of backgrounds, ages and nationalities</p>	<p>Ability to write for the website and various blogs</p>
Other	<p>A friendly, approachable and helpful manner</p> <p>Willingness to adapt to change and learn new skills</p>	

	Ability to cope with a variety of tasks under pressure	
Disclosure and Barring Scheme	This post requires a standard DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		