

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Careers, Employability and Enterprise Advisor

Grade: 6

Responsible to: Head of Careers, Employability and Enterprise

Job Summary:

The Careers, Employability and Enterprise Advisor will provide professional, independent and confidential advice and guidance to students and graduates of the University, collaborating with academic and professional support staff and external agencies. They will lead on the delivery of the Teenage Market initiative. They will be responsible for the development and delivery of a range of Employability and Enterprise services including one-to-one guidance to students, lectures and group work appropriate to the courses delivered within the University, and the development of resources. The Advisor will work closely with colleagues to develop relations with employers and help students to become more enterprising and ultimately to increase their chances of employment when they leave the University.

Specific duties and responsibilities:

1. Support the Head of Department in ensuring that BGU employability and enterprise data is analysed and the planning of delivery responds to this.
2. To provide students, unemployed adults and career changers with professional one-to-one careers advice and guidance, including the identification of career choice/further training/education/ initial business start-up, as well as support for interview skills, the preparation of applications and CVs, and maintaining accurate records of advice given.
3. To develop a careers information resource, both in paper and e-form, ensuring students are aware of the services offered. Develop the use of social media both to engage with students and alumni and to support with career and enterprise planning.
4. To develop, organise and deliver high quality careers, employability and enterprise education by embedding this into the taught curriculum and delivering extra-curricular sessions

5. To engage Programme Leaders in the development of careers education, information and guidance and the provision of careers activities within the curriculum to help foster students' future employability.
6. In-conjunction with the Head of Careers, Employability and Enterprise, develop and contribute to the business plan to support the University's employability and enterprise agenda.
7. Administer, deliver and feedback psychometric testing as part of the guidance offer and to commercial clients
8. To provide services in a professional, confidential and non-judgemental manner.
9. To ensure that services are monitored and evaluated effectively, including developing procedures to gather feedback from students, graduates and other users of the service.
10. To ensure the Service is of quality, affiliated to professional organisations such as AGCAS and to support the Head of Department in meeting appropriate quality benchmarks such as Matrix and QAA relating to careers education, information, advice and guidance.
11. In conjunction with colleagues within the department, establish and maintain links with relevant external organisations, employers and professional bodies and to collaborate with these in organising events and activities for students and alumni.
12. To work closely with the Head of Department to ensure that expenditure budgets and income generation targets are met
13. To develop BGU's Graduate Attributes Award, Teenage Market and other Departmental projects to ensure that Careers Education is embedded into the University curriculum by working closely with academic staff and CELT.
14. To be the main point of contact for the delivery and development of Careers Education, Information, Advice and Guidance for a range of academic programmes
15. To support the development of initiatives, including ENACTUS to help BGU students become more enterprising (and therefore more employable)
16. Lead on the delivery of IAG for internal and external BGU Apprentices
17. To develop strong networks with the Careers Guidance community both locally and nationally
18. To represent the University at relevant functions and attend sector careers and employability meetings as deemed appropriate
19. To attend appropriate training and staff development sessions, and participate in an annual appraisal process

20. To comply with the University's Health and Safety Welfare Policy, legislation and practice
21. To maintain professional standards in relationships, including non-discriminatory practices
22. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role
23. The post-holder must operate within the guidelines, procedures and regulations of the University
24. The post-holder must operate within the University's Financial Regulations, Equal Opportunities Policy, Race Equality Policy and other relevant University policies

PERSON PROFILE

Careers and Employability Advisor

	Essential	Supplementary
Education/ Qualifications and Special Training	<p>Professional current qualification in Careers guidance</p> <p>Educated to degree level</p>	<p>BPS Accredited Psychometric Assessment qualification</p> <p>Careers guidance qualification at post graduate diploma level (preferably in Higher Education)</p>
Knowledge and Skills	<p>IT literate</p> <p>Excellent verbal and written communication skills</p> <p>Familiar with on-line and electronic resources relevant to HE</p> <p>Excellent interpersonal skills, with the ability to operate at a senior level</p> <p>Non-judgemental</p> <p>Ability to analyse and solve problems creatively</p> <p>Capable of a systematic and consistent approach</p> <p>Knowledge of the career's education information and guidance requirements in HE</p> <p>Knowledge of the graduate recruitment market and employer requirements for teaching and non-teaching career paths</p> <p>Knowledge of current legislation relating to equality of opportunity in work and education</p>	<p>Familiar with quality assurance processes and requirements in HE</p> <p>Well networked with local employers and business</p>

	Essential	Supplementary
Experience	<p>Providing one-to-one professional careers guidance to individuals</p> <p>Management of information resources both paper-based and online</p> <p>Managing and delivering Careers Education and Guidance within an educational setting</p> <p>Experience of liaising with employers, professional bodies and other opportunity providers</p>	<p>Experience of liaising with academic staff to ensure effective delivery</p> <p>Experience of providing careers advice and guidance within higher education</p>
Personal Attributes	<p>Good communicator with excellent interpersonal skills</p> <p>Must be self-motivated and conscientious with an ability to work effectively both independently and as part of a team</p> <p>Good time management skills. Professional and diplomatic at all times. Trustworthy and discreet</p> <p>Methodical with an eye for detail</p> <p>Client-centred; willing to offer help and support, approachable</p> <p>Committed to a pro-active approach to support for students and have a commitment to Higher Education's widening participation agenda</p> <p>Flexibility in approach to work and willing to undertake further training as required</p> <p>Loyal, committed to the success of the University and willing to work hard to achieve it</p>	