

<b>Post Title:</b>	Careers Advisor
<b>Place of Work:</b>	The role is based at the Dartford and Tonbridge campuses, but the nature of the work may require travel to any of the College sites as required.
<b>Hours of Work:</b>	37 hours per week
<b>Salary:</b>	£36,547 per annum (Tier 3)
<b>Accountable to:</b>	Careers & Employability Manager
<b>Summary:</b>	Delivery of a professional and impartial careers information, advice and guidance service within the College. Delivery of activities and events to support the Careers and Employability programmes within the College.



### **Duties, Responsibilities and Accountabilities:**

- Deliver one to one impartial careers and educational guidance to College students, potential students and former students which may be face to face, over the telephone or online.
- Deliver a range of group sessions including sessions in relating to Higher Education, Labour Market Information, Apprenticeships, CV writing, interview skills and other careers related topics.
- Support team members with any specialist IA or 'guidance' queries as well as support the quality process (e.g. observations) for Careers interviews and interactions.
- Contribute to delivery of a careers information advice and guidance service at the pre-entry phase, through attendance at College events and Departmental Information Days, during the College enrolment period and at external careers events.
- Facilitate progression of applicants on to College courses or make referrals to other providers or council skills and employability provision, as appropriate.
- Support students who withdraw or are withdrawn from courses ensuring they are referred to alternative provision or to council skills and employability provision as appropriate.
- Respond to queries from a variety of channels (e.g. email, telephone etc...) and to careers interview requests.
- Work with tutors and students to ensure that applicants for Higher Education are appropriately briefed and supported.
- Actively research suitable opportunities for students and communicate regularly with students and curriculum staff keep them informed of forthcoming opportunities.
- Contribute to the delivery of College-wide CEIAG related events, taking the lead where required in the organisation of specific events. Events will include Higher Education events, Careers and apprenticeship events, Mock Interview days and employer talks.
- Assist with the development and maintenance of careers resources, including the digital careers resources and platforms and update Careers noticeboards.
- Develop expertise in the use of computer-assisted guidance and LMI tools and provide professional support to curriculum colleagues in using these with students.
- Work with support and curriculum colleagues to improve the delivery of careers and employability education and guidance to students. This will require the post holder to acquire a good working knowledge and understanding of the College programmes and the ability to network with and influence colleagues across the full spectrum of subjects.
- Develop and maintain excellent relationships with external organisations including schools, employers and training providers in order to facilitate student progression and achieve employer input into programmes to improve employability and knowledge of the labour market.
- Record appropriate data relating to activities undertaken, including interview outcomes for Management Information purposes and record interventions and action points.
- Keep up to date with employment trends and opportunities and legislative requirements.
- Participate proactively in training and development activities to maintain a high level of professional knowledge.
- Operate at all times in accordance with the CDI Code of Ethics and with the Matrix standard and contribute to development activities to ensure the team retains its Matrix accreditation and achieves

any other accreditation which may be required in the future, for example, the Quality in Careers standard.

- Any other reasonable duties as requested by management.

**All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

<b>PERSON SPECIFICATION</b>			
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b> <i>(Application, Task, Interview)</i>
	√	√	
<b>(1) Qualifications:</b>			
Level 6 Diploma in Careers Guidance and Development / QCG / DipCG qualification (parts 1 & 2).	√		Application / Interview
Educated to degree standard		√	Application / Interview
English Language GCSE at grade 5/C or above or equivalent		√	Application / Interview
<b>(2) Knowledge to include</b>			
The UCAS application system and the Higher Education landscape	√		Application / Interview
Knowledge of the full range of post 16 and post 18 options including apprenticeships	√		Application / Interview/Task
Knowledge of Equality and Diversity issues and strategies to promote equality to students	√		Application / Interview
<b>(3) Experience to include</b>			
Significant experience of providing advice and guidance to 16+ students	√		Application/ Interview
Experience of developing and delivering group work and careers-related material	√		Application/ Interview/
Experience of working with a culturally diverse client groups	√		Application/ Interview/
<b>(4) Skills and Attributes to include:</b>			
Highly effective interpersonal and advocacy skills	√		Application / Interview
Able to communicate with tact and discretion both face to face and over the telephone	√		Application / Interview
Proven interviewing skills	√		Application / Task
Presentation/group work skills	√		Task
IT skills (Microsoft Word/Excel/Powerpoint)	√		Application / Interview
Flexible approach to working	√		Application / Interview
Current driving licence and use of car during working hours	√		Application / Interview

**General:**

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_