**JOB DESCRIPTION**

**POST: Senior Employability & Career Planning Advisor**

**LOCATION: Etihad (some travel between sites will be expected)**

**SALARY: Circa £24,510 to £31,212 per annum depending upon qualifications & experience**

**POST OBJECTIVES:**

The post holder will utilise their knowledge and expertise to:

* Coordinate and actively contribute to the delivery of the day to day Employability and Careers Planning (ECP) services (at a designated campus) in line with ECP Departmental agreed Service Level Agreements (SLAs)
* Work in partnership with role counterparts at other campus(es) to ensure that the ECP Services available to students is comparable across all campus(es)
* Contribute to the first line of enquiry service provision of the ECP Department
* Deputise for the ECP Manager, as appropriate

**KEY TASKS:**

Areas of responsibility and accountability include but are not limited to those outlined below:

1. Work collaboratively with all members of the ECP Department to deliver the first point of contact / front-line enquiry and advice service.

2. Coordinate and contribute to the design and day to day delivery of the ECP Department’s suite of programmes aimed at enhancing student’s access to and engagement with ECP advice and support. Including but not limited to supporting:

* on campus and virtual ‘ECP advice and support drop-ins’
* general and targeted programme of Careers events and workshops
* general and targeted programme of employability skills development events and workshops
* general and targeted programme of events aimed at supporting students to obtain work experience and/or volunteering opportunities
* campaigns and activities targeted at:
* increasing student body engagement with ECP services
* increasing engagement of students with ECP services and/or opportunities of specific relevance to their course of study / career aspiration / employability enhancement needs
* keynote speaker programme

3. Provide advice and support to:

* the ECP Advisor/s to ensure complex enquiries or students with complex ECP support requirements are managed appropriately
* academic and professional services colleagues to ensure they are able to direct students in need of ECP support effectively

4. Coordinate and contribute to the development / enhancement and maintenance of departmental ECP focused online and physical ‘reference’ collections, ECP hubs and portals. Including but not limited to:

* Developing creative and engaging guidance and promotional content (physical and virtual/online) to highlight the activities of the Department and the services it offers to support students with employability and career planning
* Ensuring that all advice and guidance, promotional / engagement content is developed and made available in line with relevant professional standards and benchmarks

5. Work with the ECP Managers, academic and professional services colleagues and where appropriate the Student Community to develop and/or refresh general operational and ECP specific policies, procedures and, process flows

6. Ensure all support interactions or other appropriate data/data changes are logged accurately, appropriately and in a timely manner and work with ECP Manager/s to support internal and external data analyses and create bespoke data analysis reports

7. Contribute to the development and delivery of strategic projects in support of the Institution’s strategic aims with a particular focus on initiatives to enhance the services provided by / overseen by the ECP Department

8. Deputise as appropriate for the ECP Manager and, where appropriate, represent the Department at relevant internal committees / groups and wider Institution and validating partner committees and working groups

9. Support as required the delivery of Institution milestone activities/events e.g. Open/applicant days, outreach events, enrolment, induction, re-induction and, graduation

10. To undertake appropriate staff development and professional training in line with the business objectives of UCFB/GIS

11. To work within the policies of Health and Safety and Equal Opportunities

12. To work flexibly and responsibly and undertake any other duties relevant to the level of the post

**Key Stakeholder Relationships**

**Internal:**

* Head of Department
* Employability and Career Planning Manager
* Academic colleagues (cross campus)
* Other UCFB/GIS/GIS academic and professional services colleagues at all levels (cross campus)
* Students (cross campus)

**External:**

* Validating Partners
* Colleagues within other UK and International HE institutions ECP or equivalent departments Employers and other ECP related providers seeking to engage with the Institution
* QAA and other external agencies including the OfS and OIA
* Professional standards and regulating bodies (as appropriate to the remit of the ECP Department)

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| **Senior Employability & Career Planning Advisor - Person Specification** | | | |
| **HEI:** UCFB/GIS | | **Location:** Etihad  (some travel between sites will be expected) | |
| **Department:** Employability & Career Planning | | **Responsible to:** Employability & Career Planning Manager | |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT\*** |
| **1. Qualifications & Training** | First degree (honours) or equivalent experience in a relevant field  Relevant professional qualification/s | Membership or Fellowship of relevant professional associations (e.g. AUA, CMI. ILM) | 1,2,4 |
| **2. Previous Work Experience** | Knowledge and experience of:   * the day to day operational management of a ECP service * individual case load management in the ECP support field   (ideally but not essentially gained in an HE environment)  Demonstrable knowledge and understanding of the wider HE Employability and Careers sector, with clearly demonstrable knowledge of areas including:   * The graduate labour market * Employer expectations * Graduate opportunities * Volunteering and placements   Knowledge and understanding in the areas of:   * student use of current and emerging technologies * potential application of technology to enhance ECP service provision in HE   Experience of actively contributing to appropriate external networks relevant to this post | Experience of working within a fast paced and high pressure team environment  Understanding of the issues and challenges facing small, specialist Institutions and Higher Education providers  Experience of using student information systems, preferably Tribal EBS and / or Tribal SITS  Knowledge and understanding of the QAA Quality Code and how it informs the work of the ECP Department | 1,2,4 |
| **3. Specific Knowledge/ Skills/ Abilities Required** | Well developed and robust interpersonal skills including high levels of competency linked to:   * effective communication and articulation * empathy and openness * team working and collaboration * coaching and mentoring   Well developed and demonstrable levels of skill associated with:   * problem identification, articulation and resolution * use of judgement in complex situations * critical and innovative thinking * attention to detail   Excellent IT skills which must encompass the:   * full MS Office suite * ability to quickly adapt to using new systems and software | Well-developed data analysis skills  Ability to create documentation / presentations etc. in an engaging and audience appropriate formats | 1,2,3,4, 5 (via probation period) |
| **4. Motivation/ Attitude** | Professional approach to work  Reliable  Organisational Skills  Flexibility  Excellent interpersonal skills |  | 2, 5 (via probation period) |
| **5. UCFB/GIS Values** | Always trying to be the best you can be  Attention to detail  Equitable  Honesty  Integrity  Loyalty  Respect |  | 2, 5 (via probation period) |
| **\*1=Application Form; 2=Interview; 3=Test/Presentation; 4=Documentary Evidence; 5=Other, please specify if necessary** | | | |

**Terms and Conditions of Employment Relevant to the Post**

**Job Title:** Senior Employability and Career Planning (ECP) Advisor

**Hours:** 8:30 am – 5:00 pm, full time

**Salary:** Circa £24,510 to £31,212 per annum depending upon qualifications & experience

**Work Base:** Etihad Campus (some travel between sites will be expected)

**Holidays:** 33 days paid holidays, including the usual public holidays in England and Wales

**Benefits:** Christmas/ New Year closure period (10 discretionary days inclusive of bank holidays), cycle to work, Perkbox, birthday off, annual staff events, pension (statutory auto-enrolment scheme), occupational maternity/ paternity pay after qualifying period

**Subject to:**

*Satisfactory DBS check*

*Satisfactory completion of the Probationary period*

*Right to Work in the UK: Compliance with Asylum and Immigration Act 1996 and Immigration and Asylum and Nationality Act 2006*

*Evidence of stated qualifications relevant to the post*

*Evidence of membership of relevant professional bodies as stipulated by the post*

*Not being subject to a Football Banning Order or any lawful prohibition on entering a football stadium in the UK*