Job Description

Careers Adviser

Salary: Grade 7

Contract: Full time, ongoing

Location: Medway Campus

Responsible to: Senior Careers Adviser

Job family: Administrative, professional and managerial

Job purpose

To support the University in its mission to provide students with the best possible preparation for their future lives, in line with the Kent 2025 Strategy (see https://www.kent.ac.uk/strategy) and by providing high quality and professional one to one and group based career guidance using your knowledge of industry, professions and the subjects studied at Kent.

The post is based in the Careers and Employability service, and will provide support to University of Kent students and graduates from a wide range of disciplines, enabling them to make informed decisions about their future. Within this role you will be required to develop and maintain a good knowledge of the graduate labour market locally, nationally and internationally and of careers guidance and equality and diversity issues.

Key accountabilities

The following are the main accountabilities for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

• Deliver high quality, professional careers advice to students and graduates to enable them to make positive and informed decisions about their future

• Deliver workshops and group sessions on careers and employability related topics to students and graduates

• Deliver specific projects and activities related to careers, employability or placements that enhance the work of the Careers and Employability Service and the student experience

• Actively engage in personal and professional development to ensure the information, advice and guidance provided is current and industry leading

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

* Managing a caseload of 3-5,000 students, ensuring sufficient 1-2-1 and group sessions are available to meet the needs of these students, with the skills to address complex questions around career planning and decision making whilst being able to demonstrate impact on the student journey through their work.
* The post holder will, with guidance from the Senior Careers Adviser, need to tailor their work to the needs of the student body, balancing this with the competing demands of significant requests for delivery from academic colleagues, the ongoing needs of the Careers and Employability Service and your own CPD needs.
* Working on a portfolio of projects, especially projects that support the needs of Widening Participation students and reporting on progress and outcomes. Careers Advisers will take on some existing projects, but also be encouraged to suggest, plan, develop and deliver projects, usually in collaboration with colleagues or business partners
* Careers Advisers are expected to be up to date in industry knowledge, holding insights into industry, the graduate labour market, recruitment practices and emerging trends in Careers Guidance. They will share this expertise with colleagues from across the institution to help support and build the institutional knowledge base.

Facts & figures

Careers Advisers have a case load particular to Divisions, allowing for individual specialisms, and usually covering somewhere in the region of 3-5,000 students. During term time, the majority of work is 1-2-1 sessions, either in a careers guidance setting, or by delivering Quick Advice (15 minute sessions) with the delivery of some presentations. In term time, for this role, it is normal to see around 20 careers guidance appointments being offered every week and 8 Quick Advice appointments. The CES comprises 40 staff who work across both the Canterbury and Medway campuses.

Internal & external relationships

**Internal:** The individual will be required to communicate on a regular basis across a wide range of internal clients, this will include, Academics, Students, and Professional Services in addition to Careers and Employability Service colleagues.

**External:** The individual will be required to communicate with a wide range of public, private and third sector organisations with staff at all levels including Human Resources and Graduate Recruitment Units, Alumni, Individual Professionals and Professional Bodies.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

* Regular use of Screen Display Equipment
* There may be a requirement to work evenings and weekends
* Ability to travel in a timely and efficient manner regularly between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

You’ll be able to demonstrate the following skills, experience, abilities and personal interests:

**Essential Criteria:**

* A first degree and/or substantial experience in a similar or related role (A)
* A professional qualification in careers guidance (e.g. QCG, QCD, DipCG, MA in Careers Guidance) or be willing to work towards one (A)
* Relevant experience of providing effective CEIAG to HE students and graduates including the delivery of 1-2-1 and group sessions (A,I)
* Experience of working with a diverse client group encompassing a broad age-range and from diverse ethnic and cultural backgrounds (A,I)
* Effective written and verbal communicator with good listening and empathy skills (T, I)
* Ability to achieve targets within agreed timescales (I)
* Capacity to manage projects and work independently with some supervision/guidance (I)
* Ability to work flexibly and cooperatively within a team (I)
* Excellent IT skills, including use of MS Office applications, an online learning platform and media communication tools (e.g. Facebook, Twitter and Skype) (A,I)
* Exceptional organisational, planning and evaluation skills (I)
* Commitment to maintaining confidentiality, with a full, working knowledge of GDPR (I)
* Ability to project a professional image at all times (T, I)
* Firm commitment to achieving the University’s vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
* Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

**Desirable Criteria:**

* Experience of business engagement and relationship management to support employability and careers activity in Higher Education A,I

 *Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage*