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**TITLE:** Careers & HE Adviser

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**GRADE:** Scale 8

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**RESPONSIBLE TO:** Careers & HE Team Leader/Group IAG Manager

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**PURPOSE OF JOB:**

- To provide high quality career guidance services, impartial information advice & guidance (IAG) for students and external customers, including personal guidance interviews, in order to improve skills, knowledge and understanding of career planning and management.
- To deliver careers advice tailored to individual circumstances, ensuring students are well informed for their next steps in education and employment and adequate records are kept to evidence delivery. This will include specialist 1-2-1 advice, working in groups and engagement at larger careers events.

**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

## **3. Particular to the Post:**

- 3.1 To provide client-focused, impartial career guidance that helps students to progress, plan and manage their own futures, responds to the needs of each individual person, provides comprehensive information and advice, challenges and supports individuals to make informed, realistic and adaptable career decisions based on opportunity awareness and raises their aspirations.
- 3.2 Use expert knowledge of careers information and labour market information and intelligence to enable students to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology.
- 3.3 To provide impartial pre-entry, on course and exit advice and guidance to students on educational courses.
- 3.4 To provide signposting when required to specialist agencies about a range of issues such as education, employment and training, welfare, counselling etc.
- 3.5 To ensure 1-2-1 interventions for vulnerable students (LAC, SEND, EHCP) and adults.
- 3.6 To deliver group based sessions or presentations on all aspects of careers guidance and topics related to employability and personal development.
- 3.7 To support students across the NCC Group with their UCAS application process.
- 3.8 To record IAG interventions and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.
- 3.9 To support and contribute to the maintenance of up-to-date information resources within the Careers team.

- 3.10 To maintain a welcoming, courteous and receptive atmosphere that is sensitive to the needs of our clients.
- 3.11 To support activities promoting the College to our community, schools and other external agencies.
- 3.12 Attend open evenings and other college events to assist prospective students in their course choice and career planning.
- 3.13 Liaise and arrange for external agencies and employers to deliver workshops or attend events to promote employment and training opportunities.
- 3.14 Provide careers guidance during the enrolment process.
- 3.15 To organise and support campus-based careers fairs and careers events.
- 3.16 To support and be part of all internal and external inspections as required – including Matrix, OFSTED.

#### **4. Person Specification:**

- 4.1 Qualified to Level 6 in Careers Guidance
- 4.2 Experience of providing Careers IAG to individuals about career choices, education choices, progression and alternative provision.
- 4.3 Knowledge & experience of working with young people in post-16 education
- 4.4 Knowledge of Matrix requirements and Gatsby Benchmarks
- 4.5 Good communication, interpersonal and presentation skills.
- 4.6 Skills and knowledge of Windows based packages including Microsoft Office.
- 4.8 Ability to work positively with staff and students within a culturally diverse community.
- 4.9 Ability to work within a busy and demanding work environment and being flexible, and able to use initiative in prioritising and organising work.
- 4.7 Ability to work within a team setting and to develop effective working relationships with colleagues.
- 4.8 An understanding of, and commitment to, equal opportunities and practical ideas for their implementation in this post.
- 4.9 Ability to work with people from diverse backgrounds, including those from vulnerable backgrounds with emotional, social, and/or learning/behavioural difficulties.

### **Additional Information:**

#### **Working Arrangements - Hours of Work**

Term Time Only: 35 hours per week, 40 weeks a year, to include main enrolment.  
Routine fixed daily start and finish times between 8.30 and 20.00 by agreement.

Full Time: 35 hours per week, 52 weeks a year, with 25 days Annual Leave.  
Routine fixed daily start and finish times between 8.30 and 20.00 by agreement.

If there are circumstances such as such as alterations in the College's pattern of working or changes in the pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be reviewed as and when necessary to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.