

## Job Description

<b>Position/Job Title:</b>	<b>Careers Adviser (Part-Time)</b>
<b>Ref:</b>	<b>SSS182/0000051331</b>
<b>Location/Building:</b>	<b>Any University Building</b>
<b>Faculty/Professional Service:</b>	<b>Student Services</b>
<b>Group/Section:</b>	<b>Careers &amp; Employability</b>
<b>Normal hours per week:</b>	<b>24 hours</b> <b>(Some flexibility will be required to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>5</b>
<b>Accountable to:</b>	<b>Senior Careers Adviser</b>

### **Job Purpose**

The objectives of the post are to provide a full range of professional careers advisory services for students, graduates, and staff, enabling them to make informed decisions relating to their career goals and to develop appropriate career strategies to compete in a global job market. This will include, but is not exclusive to; one to one support, seminars, lectures (including online delivery) and employer events.

The post holder will be part of a central team with links to a specific Faculty, and will act as a careers consultant for bespoke careers education, taking responsibility for leading on research, design and delivery of tailored activities to support students' learning and development.

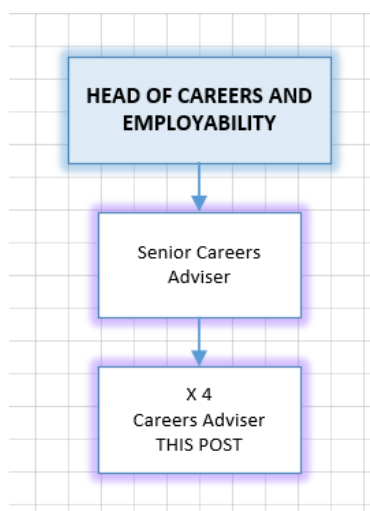
The post holder will act as part of an integrated Student Services team providing effective careers and employability advice, guidance, information and support, working in partnership with academic and professional staff across the institution in helping them to meet the challenges and opportunities of the constantly changing employment market.

### **Main Responsibilities**

1. Provide Careers Education, Information, Advice and Guidance (CEIAG) to prospective and current students, graduates, staff and on occasion non BU graduates. Adopting a person-centred approach which will include interactions via one-to-one appointments, drop in sessions, e-guidance and online video calls.
2. In-depth career coaching, creating a supportive environment in which to raise individual's self-awareness, allowing them to analyse and reflect upon their skills development and identify any gaps.
3. Provide impartial guidance to current BU students who are considering changing or withdrawing from their course.
4. Collaborate with key internal and external stakeholders to develop employability related activity linked to BU strategic aims.
5. Raise career aspirations, including some targeted work, e.g., work with Widening Participation students, research students and facilitating international mobility and entrepreneurship.
6. Promote the value of extra-curricular activities, such as volunteering, in the development of employability skills.
7. Deliver creative and innovative teaching and learning extra-curricular, curricular and co-curricular activities (in person and online) to develop students' knowledge, skills and articulation of learning and experience in readiness for graduate employment.

8. Act as a consultant on careers education and personal and professional development for one or more Faculties, working on the development, organisation and delivery of a careers education and management programme for students at all levels of study.
9. Build effective working relationships with senior academics and other key stakeholders and attend Faculty committees and other internal and external committees to ensure that service issues are appropriately represented and reported.
10. Design employability related materials, toolkits and activities to be used by academics within their courses, providing appropriate information and training for Faculty staff as required.
11. Research, analyse and produce a range of written materials and reports relating to student employability and graduate employment, making recommendations for development where appropriate and necessary.
12. Carry out detailed assessment and analysis of relevant data to identify employability issues and use specialist knowledge to identify appropriate solutions.
13. Through research build specialist knowledge and develop services for specific students and graduates e.g., Widening Participation, Postgraduate Researchers and International students.
14. Build occupational knowledge and produce high quality labour market intelligence and analysis to work directly with an agreed range of academic departments supporting engagement and tailoring support to the needs of students.
15. Support the wider members of the Careers and Employability Team when required and develop business relationships with graduate recruiters through networking.
16. Take responsibility for maintaining and enhancing own professional expertise, practice and development.
17. Demonstrate commitment to Service Excellence, quality standards and continuous quality improvements.
18. Contribute to the implementation of University policy and practice in relation to CEIAG by representing the Careers & Employability Service at appropriate committees.
19. Deputise at meetings for the Senior Careers Adviser as appropriate.
20. Any other appropriate activities required by the Senior Careers Adviser or Head of Careers & Employability.

### **Organisation Chart**



### **Contacts**

#### **Internal:**

Student Services, Placement Development Advisors, Placement Coordinators, academic staff at all levels, professional and support staff across BU, students.

**External:**

Prospective students, local community business, and charity organisations, employers and employers organisations, professional and statutory bodies, Alumni, Student Union, Careers Advisers in other HEIs

**Challenges**

BU2025 is an ambitious strategy with fusion at the heart of the BU philosophy. To deliver the actions outlined in BU2025 will require a creative approach to careers education, taking responsibility for research, design and delivery of tailored activities to support the development of an individual's employability attributes and career agility.

Although part of a central team the postholder will need to maintain excellent links with faculties ensuring a cohesive service delivery that meets the needs of all students and helping them to meet the challenges and opportunities of the constantly developing employment market.

**Information Governance Responsibilities****Data User**

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

**Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must always carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

**February 2021**



## Person Specification

Position / Job Title: Careers Adviser (Part-Time)	Position No: SSS182/0000051331
Faculty / Service: Student Services	Date: February 2021
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Either achieved or currently working towards the Diploma or Qualification in Careers Guidance or equivalent recognised guidance qualification	E
First Degree or equivalent	E
Experience in a relevant guidance environment, including extensive interactions with clients	E
Knowledge of the employment market for graduates	E
Experience of delivering interactive workshops to groups and large audiences	E
Knowledge of the Higher Education environment and a recognition of issues related to careers provision in that environment	D
Employment experience outside a guidance environment	D
Teaching qualification/HEA Associate Fellowship	D
Skills	
Excellent IT skills, including the ability to deliver presentations, group work and events online	E
Well-developed self-management skills including the ability to prioritise tasks and manage own workload	E
Excellent interpersonal and communication skills with the ability to react to different internal and external stakeholders appropriately, building trust and effective working relationships	E
Excellent team-working skills	E
Design and delivery of initiatives and activities to enhance graduate employability	E
Highly developed influencing and negotiation skills	E
Effective research, writing and analytical skills to produce verbal and written reports	E
Ability to manipulate and analyse data sets	D
Experienced in the use of relevant professional social media	D
Attributes	
Professional self-presentation and attitude	E
Motivated and enthusiastic	E
Ability to provide a person centred approach showing empathy and understanding of the needs of students, graduates and staff	E
Adaptability to cope with changing situations	E
Creative with an innovative approach to careers guidance delivery	E
Commitment to delivering high quality service to all stakeholders	E