

Job Description for the Post of Careers Adviser (Ref: SS09/7)

1. **General Details**

Job Title:	Careers Adviser
Location:	Student Office, Careers Centre
Normal workbase:	Stoke Campus
Tenure:	Fixed term to cover maternity leave
Salary:	Grade 7 currently £30,595 - £35,468 per annum pro-rata

2. **Job Purpose**

To contribute to the delivery of a quality impartial and responsive careers education, information and guidance service to students, graduates and staff of Staffordshire University. To encourage and support the development of employability-related activities in academic departments. To positively promote equal opportunities and celebrate diversity. To contribute to the strategic development of the University's Career Centre.

3. **Relationships**

Responsible to: Head of Careers Centre (Stoke campus)

4. **Main Activities**

Information, Advice and Guidance

- Providing information, advice and guidance to students and graduates from all courses on career development, job and self-employment opportunities, further courses of study and training, gaining work experience, taking time out and all issues concerned with the transition from higher education into the world of work. This will comprise one to one interviews together with support provided through ICT media.
- Personal updating of educational, occupational and training knowledge, including the extensive use of electronic sources of information

Teaching and Learning Support

- Advising on and contributing to the development of careers management modules within courses, including the use of on-line provision
- Providing support in extending employability-related activities in courses
- Giving talks and delivering generic and course specific participative workshops to groups of students and staff
- Providing information and advice on all graduate employability matters eg work experience, graduate labour market trends
- Contributing to academic quality audits
- To contribute to staff development in relation to employability

Liaison and Networking

- Building contacts with appropriate employers, professional bodies and other external contacts who may contribute to career development on-course
- Developing links with local projects and partnerships with a view to increasing work experience and other opportunities
- Working with other university careers services to deliver local projects

Communication

- Maintaining effective links with academic tutors and other relevant staff to ensure information is widely disseminated
- Assisting in exploiting the use of information technology to widen the impact of Careers Centre messaging and information systems
- Writing handouts, leaflets and other materials for student and graduate use

Quality Assurance

- Supporting and developing systems which enhance quality of service
- Ensuring compliance with relevant QAA Codes of Practice
- Ensuring MATRIX and AGCAS quality standards are adhered to
- Reviewing relevant policies on a regular/annual basis
- Keeping abreast of and working with current equal opportunities legislation

5. **Person Sought**

Essential Criteria:

- Ability to deliver effective one-to-one careers guidance
- Ability to design and deliver presentations and group workshops for students
- Ability to make effective use of email and the internet in service delivery
- Ability to work well in a team
- Possession of excellent communication skills, both oral and written
- Ability to plan own work; good time management; ability to work to deadlines and cope with changing work patterns
- Strong networking skills for the development of effective working relationships within and beyond the University
- Flexibility and creativity; ability to adapt to change; a versatile approach; ability to develop new systems
- Awareness of, empathy with and sensitivity to the needs of student groups and the ability to influence and advocate on their behalf
- Ability to research careers information and to write handouts and other materials for student and graduate use
- Educated to degree/HND level or equivalent
- Relevant professional qualification in careers guidance or a related area or equivalent
- Familiarity with issues related to guidance in a higher education context and an understanding of the current graduate employment market
- Experience of guidance in a HE/FE environment or post-16 education/training, or in graduate recruitment
- Commitment to equal opportunities, together with a non-judgemental, impartial and ethical approach
- A commitment to the University's mission and delivery of the University Plan
- A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- Experience of working with employers to update occupational knowledge and encourage support of careers management programmes
- Experience of delivering information and advice to clients via email and the internet

6. Special Conditions

This post is fixed term to cover maternity leave until approximately August 2010. The post is part-time working 2 days per week.

Occasional nights away from home will be required in order to attend training courses, conferences and employer visits.

Some evening work may be required to help in the collection and coding of the annual Destination of Leavers from HE survey and to attend employer presentations on campus.

Whilst the post will be based at the Stoke campus, the postholder may be required to also work at the Stafford campus.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

November 2009

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Please note that CVs will only be accepted in support of a fully completed application form.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP. If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 24 NOVEMBER 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'. Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.