

RECRUITMENT PACK



This document includes the following information:

- Job Description
- Person Specification
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation AccessAble who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 18 June 2019

Interviews are planned for: 10 July 2019

Expected start date: 12 August 2019



JOB DESCRIPTION – Job ref REQ02724

Job Title and Grade:	Careers Adviser Grade 8
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£33,199 - £39,609 per annum
Department/Section:	Student Development, Student Life, Academic Section
Responsible to:	Academic Registrar
Reports on a day to day basis to:	Student Development Manager (Faculty Coordination)
Purpose of job:	To develop, deliver and enhance Career Development Learning, as well as providing careers guidance informed by expert labour market analysis and research. The Careers Adviser will develop specific industry knowledge and understanding of graduate outcomes, and will proactively support specific departments.

Overview:

The Academic Section is part of the University's Professional Services and is headed by the Academic Registrar. The Section is responsible for managing all aspects of student and academic administration in partnership with Departments, Schools and Faculties. It plays a central role in delivering the University's commitment to excellence in education across the institution through the development and implementation of the University-wide projects and the development, review and implementation of effective policy in support of the University's academic mission. The Section is also the guardian of the student experience and leads, promotes and embeds the institutional commitment to putting students at the heart of everything we do.

The Student Life Directorate is part of the Academic Section and encompasses Student Development, Student Wellbeing and Inclusivity, and Student Services; all of which support student progression, success and graduate employability. We are committed to innovation and continuous enhancement within our services and to working collaboratively across all areas of the University, and beyond, for the benefit of our students.

The Student Development service enables an integrated approach towards student skills development, through the delivery of employability and careers services, academic skills support and student engagement expertise, in order to ensure that every student has the skills and experiences necessary for success in securing a good degree outcome and a successful graduate employment outcome.

Duties of the Post:

The main duties of the post include:

1. Within the framework agreed by the Student Development Manager (Faculty Coordination), to develop, implement and review annual plans for Career Development Learning (CDL) and careers guidance for specific departments to support the CDL needs of all the students in those departments taking into account the diversity of career learning needs.
2. To work closely with other colleagues and sharing your specialised industry sector/subject knowledge and expert knowledge of careers theory/practice, contribute to good practice dissemination and learning impact.



3. To develop specific industry knowledge, whilst managing a number of key employer relationships, and develop specific department expertise, sharing ideas and expertise with other colleagues.
4. To act as key contact for departments as determined by the Student Development Manager (Faculty Coordination), providing consultancy, expert labour market analysis and advice for academic staff (namely, Employability Development Directors) to enhance each department's approach to employability, including holding regular meetings with Employability Development Directors, participation in relevant departmental and Faculty meetings, and employer advisory boards.
5. To work closely with the Industry and Placements team, signpost and shape offer.
6. To understand departmental needs and particular concerns, and understand when another colleague needs to be involved.
7. To identify students' career learning needs and skills deficits through the full range of activities as a reflective practitioner, articulating these to colleagues so these can be addressed through appropriate interventions, including where suitable proactive targeting.
8. Within your adviser role, to undertake rota duties (giving advice and careers coaching) and develop expertise to support the overall service delivery.
9. To provide support for Departments in developing and implementing the employability elements of their annual departmental plan, ensuring this contains specific and clear actions that are informed by expert understanding of the graduate labour market and by working with academics who are Employability Development Directors (and others as relevant) as part of the Annual Planning Process, and reviewing these each year.
10. To work with the Information, Advice and Events Manager to coordinate events.
11. To play a full and collaborative role in the Student Development team to enrich discussion, guide decision making and enhance services, as well as supporting the wider work of the Student Development team.
12. To undertake other duties to support the wider work of the Student Development team as may be reasonably assigned by your line manager from time to time.
13. To undertake other reasonable duties, as required by the Academic Registrar (or their nominee).

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

May 2019

PERSON SPECIFICATION

JOB TITLE: Careers Adviser

Qualifications /Training

	Essential	Desirable
▪ A good honours degree (2.1 or above) or equivalent level qualification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A relevant professional qualification related to careers guidance (e.g.; Dip CG, NVQ in career education information and guidance in HE) or substantial, recent, directly relevant professional experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ A proven record of effectively managing innovative projects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of delivering one-to-one careers advice and guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of designing and delivering careers education programmes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with graduate employers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of current issues in Higher Education and Higher Education Careers work (including graduate employability)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Recent experience of working in Higher Education.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent interpersonal and communication skills, both written and verbal, including presentations and report writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to establish and maintain strong business relationships and networks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to develop close and effective working relationships with academic and administrative colleagues from across the University and from a wide range of backgrounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent problem solving, influencing and analytical skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to be proactive, prioritise tasks and meet tight deadlines in a busy environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work independently and also as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Forward looking with the ability to recognise the need innovate and adjust practice to deliver institutional priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent practical IT skills and experience of using Microsoft Office programmes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ The ability to meet the requirements of UK 'right to work' legislation.*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Readiness to work flexibly, including some evening and weekend work as required.	<input checked="" type="checkbox"/>	
▪ Willingness to travel to the University's campuses in Loughton and Southend (once a week).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the



successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link
<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

May 2019

ADDITIONAL INFORMATION

Student Development, Student Life, Academic Section

You can find more information about the department at the following link

<https://www.essex.ac.uk/staff/professional-services/academic-section>

General information

Informal enquiries may be made to Lynne Jordan, Student Development Manager (Faculty Coordination) (telephone: 01206 874509 e-mail: ljordan@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeParkDayNursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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May 2019