



Job Description & Person Specification

Post title: Employability Adviser	Post No: 551207
School or Department: Employability Student Development	Date created: November 2020 (updated Feb 2024)
Grade: E	Hours per week: 37
Fixed term end date (if applicable): 12 months maternity cover	
Other requirements of the role: Must be willing to work evenings and weekends on occasion Must be willing to work with new technology	
Immediate line manager: Employability Services Coordinator	
Title & Grade of posts line managed by postholder: N/A	

Job purpose:

1. To provide information and advice services to students on careers; placements; recruitment practices and employment opportunities
2. To provide administration for student placements as specified and to assist generally with the administration of the service as required throughout the year
3. To contribute to the development and implementation of a differentiated model of service delivery maximising the use of digital technology

Principal duties and responsibilities:

The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

1. To provide information and advice to students through a variety of methods including: drop-in/duty sessions to individuals; small group briefings and presentations: welcome week activity; pop-ups and social media
2. To proactively engage with students and student groups using a variety of methods (as above) to: deliver key messages and to promote placements, work experience and graduate employment opportunities; as well as information and advice on a range of careers and employability topics.
3. Contribute to duty/drop-in support for students in the employability hubs including: the accurate identification of student needs and of referral processes so that students access additional support as required; and support students visiting the hubs to use the on-line information and resources
4. To contribute to the delivery of advice to students individually or in groups on the completion of job applications, CVs, covering letters, interview preparation, assessment centre preparation using a

variety of methods including on-line; via the telephone and in person. This will include preparing students for 'live' interviews; assessment centres and other recruitment events

5. To refer students requiring in-depth guidance to Career Coaching and to take referrals for students needing help with finding and applying to placements, work experience and employment opportunities

6. To provide students with information, advice and support to: help them prepare for placements and work experience including the application process

7. Send and/or track the receipt of relevant placement documentation to students and arrange the delivery and track completion of health and safety briefings and/or on-line assessments according to risk profile

8. To liaise with the events team to ensure that the events programme for students is managed, promoted and supported by students

9. Share students' career aspirations and job preferences with the Employer Engagement and Placements Team to guide their activities and inform the Employer Engagement Plan and Recruitment Delivery Specialists' actions and outputs.

10. To gather student feedback and collaborate with colleagues, ensuring student voice, in order to encourage students to participate in work experience and placements.

11. To undertake general administration duties to support the smooth running of services for students for example cover reception duties; book appointments; check and respond to mail boxes; welcome and assist with visitors as required.

12. To attend all department team meetings and attend Welcome Week, University Open Days and other events as required

13. To contribute to the delivery and the development of the service through new technologies

14. To assist with the maintenance of information services both in the hubs and on-line

15. Contribute to the tracking of student engagement including the collation and reporting of data in relation to applications to placements and vacancies so this information can be used to drive student engagement priorities

16. Ensure that specified activity with regards to student engagement is recorded so that the Employability Services Manager can use management information to inform service delivery priorities

17. To keep up to date with labour market information and participate in continuous professional development

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<p>General knowledge and interest in the graduate employment Market and the challenges facing graduates</p> <p>General knowledge of recruitment and selection best practice</p>	
Skills	<p>Excellent customer service</p> <p>Good administration skills including proficient in the use of MS Office and good attention to detail</p> <p>Excellent communication skills both oral and written and good interpersonal skills with the ability to engage students and develop relationships quickly</p> <p>Good organisation skills including the ability to manage own work and meet deadlines</p> <p>Good at interpreting and presenting information</p>	<p>Competent in using range of digital technology and in the use of social media</p> <p>Interview and presentation skills</p>
Experience	<p>Experience of working with people at all levels with a customer focus</p> <p>Careers or recruitment administration</p> <p>Busy customer service work environment</p>	<p>Experience of working with managers and senior staff from external organisations</p> <p>Experience of using interview and presentation skills with individuals and groups</p>
Qualifications	<p>Level 2 functional English and Maths or equivalent</p>	<p>NVQ Advice & Guidance NVQ (3)</p>

Competencies

Essential Competencies	Desirable Competencies
<p><u>Team Working (Level 2)</u></p> <p>Contributes to team development, seeking and testing improvements to the team's outputs/service</p>	

<p><u>Customer Focus (Level 2)</u> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p>	
<p><u>Organisation and Delivery (Level 2)</u> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p>	
<p><u>Communicating and Influencing (Level 2)</u> Communicates information effectively to a wide range of diverse stakeholders, influencing events</p>	
<p><u>Adaptability (Level 1)</u> Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p>	

[**N.B** All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Head of Student Employability
