



## **JOB DESCRIPTION**

**POST:** Faculty Employability Adviser (Faculty of Business, Law and Sport)

**POST NO:** CAR-B12

**DATE:** September 2018

**SERVICE:** Careers Service

**STARTING DATE:** As soon as possible

**SALARY RANGE:** Grade 6 - £27,830 to £33,199 per annum, pro rata (Actual salary £19,321.94 to £23,049.55 per annum)

**HOURS:** 37 hours per week, 32 weeks per year (term time only plus 5 weeks)

**INDEFINITE/FIXED TERM:** Indefinite

**REPORTING TO:** Head of Careers Service

### **THE POST**

The Careers Service provides information, advice and guidance to current students and recent graduates to enable them to develop their career management skills and make informed career choices, assisting them with the transition to graduate employment or further study.

You will be part of the Careers Service but based for most of your time within the Faculty of Business, Law and Sport liaising with the Faculty Dean and working with a range of subject areas. Within academic departments you will engage staff in strategic discussions regarding the employability of their students, and design and deliver a bespoke programme of employability support using face-to-face and blended learning methods. You will work impartially with students to equip them with the career management skills required to enhance their employability, and you'll also contribute to central Careers Service drop-in sessions, workshops and employability weeks.

### **MAIN DUTIES AND RESPONSIBILITIES**

Employability advice and guidance

- Provide individual and/or group career advice, both in person and via email/online, to students including responsibility for a designated caseload
- Develop and deliver innovative and interactive workshops, and small and large presentations, within programmes and centrally
- Establish and maintain strong relationships with colleagues across the university

- Maintain and develop specialist knowledge of appropriate graduate level occupations, industry sectors and career patterns in order to enable students to make effective transitions to their careers beyond university studies

#### Careers/employability information and web provision

- Work with the Careers team to maintain comprehensive, accessible and up-to-date careers information resources for students and staff
- Take responsibility for the regular review and updating of hard copy leaflets and hand-outs, intranet and internet resources, and any other resources produced by the service

#### Other duties

- Contribute to the planning and delivery of careers and employability events on campus e.g. employability week; this includes determining the format, working with employers, the voluntary sector and other organisations, facilitating the delivery and organising publicity
- Represent Careers at appropriate committees and contribute to a range of task and finish groups, taking responsibility for specific activities
- Contribute to projects to further develop services
- Develop and maintain efficient administrative procedures and systems including the use of IT, such as social media and on-line booking systems
- Contribute to continuous quality improvement in line with current sector standards and as required by the Head of Careers
- Keep professionally up-to-date through personal professional development, including Association of Graduate Careers Advisory Services (AGCAS) events where relevant.
- Assist with other Careers Service duties and events including Open Days. This will involve occasional weekend and evening work.

#### **General Information**

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

#### **CONDITIONS OF SERVICE**

The appointment will be at Grade 6, with a salary range of £27,830 to £33,199 per annum, pro rata and annual incremental progression within this range. Starting salary will be dependent on qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 37 per week, 32 weeks per year to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager.

The calculation of the salary is based on 36.2 paid weeks, 32 working weeks plus 4.2 paid leave weeks (inclusive of statutory Bank Holidays and University discretionary days). On

completing five years' service prior to the commencement of a leave year on 1 August, paid leave weeks is increased to 4.8.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

## **APPLICATION INFORMATION**

Candidates shortlisted for interview will be asked to give a presentation. Details of the presentation will be provided to shortlisted candidates.

Applications should be made on line at [www.winchester.ac.uk](http://www.winchester.ac.uk). Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

## PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last three columns on the Person Specification (labelled A, I, and P) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation

| ATTRIBUTES   | ESSENTIAL | DESIRABLE | A | I | P |
|--|-----------|-----------|---|---|---|
| <b><u>EDUCATION/TRAINING</u></b>   |           |           |   |   |   |
| A professional qualification in careers guidance or related area (e.g. DCG, QCG or equivalent)   | X         |           | X |   |   |
| First degree   | X         |           | X |   |   |
| <b><u>EXPERIENCE</u></b>   |           |           |   |   |   |
| Experience of 1:1 careers advice/guidance work   | X         |           | X | X |   |
| Experience of the design and delivery of innovative group-based learning   | X         |           |   | X | X |
| Prior experience as a careers adviser in a University setting  |           | X         | X |   |   |
| <b><u>KNOWLEDGE</u></b>  |           |           |   |   |   |
| Good understanding of the HE sector including the careers and employability agenda ideally in one or more of the subject areas outlined in the Job Description, the graduate labour market and the implications for graduate recruitment | X         |           |   | X | X |

| <b>ATTRIBUTES</b>   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> | <b>A</b> | <b>I</b> | <b>P</b> |
|---|------------------|------------------|----------|----------|----------|
| <b><u>SKILLS/ABILITIES</u></b>  |                  |                  |          |          |          |
| Strong interpersonal and communication skills   | X                |                  | X        | X        |          |
| Team working skills, with the ability to establish effective working relationships with a wide range of partners                | X                |                  | X        | X        |          |
| Presentation and facilitation skills to design and run a broad range of tailored interactive workshops.                         | X                |                  |          | X        | X        |
| Excellent planning and organisation skills with the ability to prioritise workloads, multi-task and manage own time effectively | X                |                  | X        | X        |          |
| Commitment to equal opportunities and an excellent standard of customer service   | X                |                  | X        |          |          |
| Excellent IT and social media skills and ability to use all aspects of Microsoft Office   | X                |                  | X        |          |          |
| <b><u>PERSONALITY</u></b>   |                  |                  |          |          |          |
| Confident and reliable  | X                |                  |          | X        |          |
| Flexible in relation to work tasks  | X                |                  |          | X        |          |
| <b><u>OTHER</u></b>   |                  |                  |          |          |          |
| Willingness to work occasional evenings/weekends  | X                |                  | X        |          |          |

## **FURTHER INFORMATION**

### **Health & Safety**

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

### **Sustainable Development**

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

### **Facilities**

Staff catering facilities are available.

**West Downs Day Nursery** - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

### **Our values**

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

### **Compassion**

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

### **Individuals Matter**

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working

globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

### **Spirituality**

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

### **Mission Statement;**

'To educate, to advance knowledge and to serve the public good'

### **The University vision:**

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.