

Role Specific Addendum to  
**CAREERS ADVISOR IN CAREERS AND EMPLOYMENT**

**Post Title:** Advisor - Careers

**Hours:** 37 hour per week

**Responsible to:** Team Leader

**Responsible for:** Supervision of team members as necessary

**Background Information**

This post is part of a team and will contribute to the provision of professional careers information, advice and guidance and graduate employment support services to students and graduates to help them obtain gainful occupation opportunities.

**Role Specific Interpretation of Duties and Responsibilities**

(Please refer to the responsibilities and duties on the Generic Advisor Job Description attached)

- 1 To work in partnership with a designated school or specialist area when required, to:
  - a promote student engagement with graduate employability, work experience and graduate opportunities, entrepreneurial and enterprise activities, further study;
  - b establish, promote and maintain effective links with staff in the key areas,
  - c update and support staff in matters relating to careers guidance and graduate employability of students as appropriate;
- 2 To develop and maintain professional interests associated with the needs of the organisation including maintaining a good understanding of relevant HE sector, national and international developments.
- 3 To provide career management skills development including CV writing, interview skills, job search, networking and making applications both in person and via a variety of online platforms.

- 4 To manage and co-ordinate specialist careers events both within schools and also as part of the central service, liaising with other Advisors as necessary.
- 5 To undertake the usual professional assessment of practice activities and keep the necessary records to allow comparisons to be made; e.g. carrying out surveys, case studies, keeping statistical and other records, interpreting data and contributing to official returns as required.
- 6 To develop, recommend and provide careers guidance, graduate employability and employment and other gainful occupation information and materials and ensure that they are available in a variety of formats including through StudyNet and CareerHub. These may include:-
  - a self-help guides and handouts;
  - b careers guidance and employability materials relating to specialist areas and designated schools;
  - c relevant selections of news, information and materials to support targeted and personalised services for specific groups.
- 7 To support other members of staff with their information needs through formal and informal training and advice.
- 8 To refer on students/alumni to other Advisors as appropriate e.g. when there is a requirement for further or extended business start-up advice, self-employment, etc.