



Job title	Careers Adviser PGRs and ECRs	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Careers and Employability Service	Location	University Park Campus

Purpose of role

To work in collaboration with Careers and Employability Service student facing and enabling teams, to develop and deliver a consistently high level of service and professional standards. As a Careers Adviser based within the PGR(Postgraduate Researchers)/ECR (Early Career Researchers) team, the purpose of the role is to support activities related to employability education, information, and advice. This will be informed by the needs of students, stakeholders, the University of Nottingham's education and student experience and graduate labour market recruitment trends.

Working in partnership, the role holder will support the employability of PGRs and ECRs (including delivery to alumni) through the design and delivery of new skill development activities including online and face to face workshops, mock interviews, coaching, CV reviews and individual advice.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% Time per year
1	<p>Research, design and deliver employability education.</p> <ul style="list-style-type: none"> Responsibility for the design, delivery, and continual development of online and face to face employability workshops for PGRs and ECRs often in collaboration with employers, to be delivered within workshops and webinars. To research and prepare accompanying teaching materials, with a focus on both face to face and online learning. This would include researching employer requirements related to skills needed and alumni feedback. 	45%
2	<p>Working with individual clients</p> <ul style="list-style-type: none"> Development and provision of one-to-one coaching and advice for researchers on key employability issues. To include support with job searching, CVs and application forms, interview and assessment centre technique, and presentation skills. To develop new resources and reflective tools, to encourage students to become more proactive in preparing for recruitment practices. 	20%
3	Collaboration	15%

	<ul style="list-style-type: none"> To develop and deliver employability education, information, and advice in collaboration with Careers and Employability Service teams, academic schools, employers and other professional services to ensure a joined-up approach to initiatives. This will include developing work-based learning resources and arranging/supporting work-based opportunities. Projects will be informed by both Careers and Employability Service themes and principles and school/department employability partnership agreements. Knowledge of the importance of, and experience in, delivering a professional service for stakeholders/clients in a busy and pressured environment 	
4	<p>Planning</p> <ul style="list-style-type: none"> Contribute to the strategy and principles related to individual schools and faculties and work with the Researcher Academy on agreed employability partnership agreements; working with the Faculty Consultant and other service colleagues to ensure PGRs have an agreed programme of activities. Contribute to the planning of development and delivery activity for cross service employability education programmes and projects in line with service themes and principles. 	10%
5	<p>Marketing our service</p> <ul style="list-style-type: none"> Responsibility, with other members of the faculty team, for the organisation of employability development awareness-raising activities and events within the faculty and PGR experience at the University of Nottingham. Contribution to Careers and Employability Service presence at University Open Days, recruitment fairs etc. and social media management for the PGR/ECR team. 	5%
6	<p>Professional development</p> <p>To take responsibility for individual CPD through such activities as:</p> <ul style="list-style-type: none"> Research into LMI and sector information Contribution to AGCAS (Association of Graduate Careers Advisory Services) via task groups, conferences, events, committees, training etc. Keeping up to date with current guidance research and national employability strategies Collaboration with colleagues on the development of materials and programmes for digital platforms and resources. Presenting your findings associated with professional practice. 	5%
7	Any other activity commensurate with the role	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Effective educator, using innovative online and face to face delivery methods to teach through group work • Excellent demonstrable experience of advice and coaching skills in group and one-to-one situations • Demonstrable experience of developing online and face to face careers education/learning resources • Ability to engage with organisations for the delivery of work-based learning solutions and development of work experience opportunities. • Ability to work collaboratively in a team and service environment to develop and deliver projects. • Excellent oral communication and presentation skills • Ability to identify new opportunities and creative solutions. • Ability to manage high volume, interactive group work sessions on multiple topics in short timeframes with clients. • Ability to respond effectively to the changing needs of a range of internal and external clients. 	<ul style="list-style-type: none"> • Thorough understanding of the employability agenda within HE • Knowledge of online learning methodologies • Knowledge of the theories and principles underpinning IAG and coaching
Knowledge and experience	<ul style="list-style-type: none"> • Strong experience of delivering advice/coaching to people in one-to-one and group situations • Experience of presenting effectively to large groups and running well received interactive and effective group exercises. • Demonstrable experience of working collaboratively with colleagues • Through knowledge of the requirements of employers in relation to graduate attributes, recruitment trends and the graduate labour market. • Experience in engaging with employers for the delivery of work-based learning solutions and 	<ul style="list-style-type: none"> • Experience of working with PGRs and/or ECRs or an understanding of the issues facing these client groups in employment and recruitment. • Experience of working in Higher Education.

	<p>development of work experience opportunities.</p> <ul style="list-style-type: none"> • Experience in, delivering a professional service for stakeholders/clients in a busy and pressured environment . 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • A good honours degree, plus one of the following, <i>or</i> experience equivalent to: <ul style="list-style-type: none"> -NVQ Level 4 in Advice/Guidance -NVQ Level 4 Learning and Development -Teaching qualification -Equivalent professional qualification 	<ul style="list-style-type: none"> • Qualification in Careers Guidance (QCG) • Coaching qualification
Statutory, legal or special requirements	<ul style="list-style-type: none"> • Knowledge of legislation relating to working with clients – Equality Act 2010, GDPR, Freedom of Information 	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

