



Job title	Careers Adviser - Professional Services Partnerships Team	Job family and level	Administrative, Professional and Managerial (APM) Level 4
School/ Department	Careers and Employability Service	Location	University Park Campus

Purpose of role

As a Careers Adviser within the Professional Services Partnerships Team, you will support activities related to employability education, information, and advice and contribute to a range of careers related projects developed in collaboration with other Professional Service Departments (including, but not limited to: Campaign and Alumni Relations, Learning Development, Study Abroad, UoN Sport, Widening Participation, Student Welfare and Counselling, Residential Experience, Sustainability Team, Student Finance and Funding Support) and the Students' Union. You will design and deliver cross discipline provision for students and graduates. This will involve facilitating face to face workshops and online learning, creating careers information and learning resources, offering one to one appointments, delivering Nottingham Advantage Award modules, and coordinating events.

	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"> ▪ Design, delivery and continual development of cross discipline employability education provision (including facilitating face to face workshops and online learning, creating careers information, learning resources and rich media content, collecting case studies, developing Nottingham Advantage Award modules, coordinating events, or other appropriate means) that will: <ul style="list-style-type: none"> ○ Support students to realise the career relevance and value of participation in extra-curricular activities and help them to articulate what they have gained to prospective employers. ○ Provide targeted careers focused support to specific groups of students who are engaged with other professional services. ○ Achieve the aims and objectives agreed with partner professional services. ▪ Undertake relevant administrative and planning tasks to enable activities and progress projects. ▪ Engage in appropriate research and analysis of graduate destination data to inform idea generation and activity. 	50%

	<ul style="list-style-type: none"> ▪ Undertake appropriate evaluation activities and develop provision as required. 	
2	<p>Working with individual clients</p> <ul style="list-style-type: none"> ▪ Provide one-to-one coaching and advice for students and graduates on key employability issues. To include support with job searching, CVs and application forms, interview and assessment centre technique, and presentation skills. ▪ Develop new resources and reflective tools that encourage students to become more proactive in preparing for recruitment practices. 	20%
3	<p>Collaborative working</p> <p>Develop and maintain relationships with key stakeholders (including, but not limited to: Careers and Employability Service teams, colleagues from other professional services, employers, current students and recent graduates) in order to:</p> <ul style="list-style-type: none"> ▪ Investigate and understand the needs, interests, and challenges of specific student and graduate groups. ▪ Scope out potential ideas, using relevant data and research to inform proposals. ▪ Contribute to team planning activity and agreeing objectives (in consultation with the Careers Consultant). ▪ Measure the reach and impact of project initiatives, and make thoughtful suggestions for further development. ▪ Contribute to Careers and Employability Service priorities and ensure activity is informed by our themes and principles. ▪ Ensure a joined-up approach to our offer so that activity is well placed, timely, and relevant, and that colleagues and partners feel informed and connected. 	15%
4	<p>Wider contribution</p> <ul style="list-style-type: none"> ▪ Engage with broader Careers and Employability Service activity and service-wide initiatives, including departmental reflection and discussion events, planning processes and activities to market our services. ▪ Engage with the wider careers and employability community and graduate recruitment sector via relevant bodies/organisations and professional contacts. ▪ Contribute to our Careers and Employability Service's presence at university-wide events such as open days, graduation ceremonies, community events, and fairs. 	10%
	<p>Professional Development</p> <ul style="list-style-type: none"> ▪ Maintain knowledge of: <ul style="list-style-type: none"> ○ employer requirements related to student and graduate attributes and emerging themes within the graduate recruitment market. ○ 'on-boarding' processes in a range of settings (larger recruiters, SMEs, 3rd sector organisations etc.). ○ graduate destination and outcome data. ○ current careers focused research and national employability strategies. ▪ Engage in regular reflective practice to review performance, nurture strengths, and identify areas for professional development. ▪ Contribute to discussion around professional practice to share insights and inspiration and develop own abilities and knowledge. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Engaging and confident presentation and workshop facilitation skills ▪ Strong communication and interpersonal skills, particularly the ability to use active listening and thoughtful questioning when working with clients on a one-to-one basis ▪ A strong ability to adopt a reflective mindset, be open to feedback, and a willingness to try new or different approaches ▪ Excellent team working skills, with a strong ability to commit to shared objectives, and a willingness to support colleagues ▪ Excellent organisation, time management, and prioritisation skills ▪ A motivated, flexible and resourceful approach to progressing projects from initial ideas to successful outcomes ▪ An eye for new opportunities and creative solutions and a willingness to flex in response to the changing needs of a range of internal and external clients 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Thorough knowledge of the requirements of employers in relation to graduate attributes and emerging themes within the graduate labour market ▪ Demonstrable experience of designing and delivering thoughtful, well researched workshops and educational input, using innovative and engaging online and face to face facilitation methods ▪ Demonstrable experience of providing effective, encouraging, and non-judgmental one-to-one advice/coaching that helps clients to make progress ▪ Evidence of working in a team, committing to achieving shared objectives, and building authentic, positive relationships 	<ul style="list-style-type: none"> ▪ Knowledge of career theory and how this underpins careers information, advice, and guidance practice ▪ Knowledge of pedagogical approaches and practices relevant to career development learning ▪ Experience of working in a research intensive, world leading University

	<ul style="list-style-type: none"> ▪ Evidence of planning innovative learning programmes and coordinating educational projects ▪ Evidence of successfully delivering activity and progressing multiple pieces of work or projects concurrently whilst under time pressure ▪ A working knowledge of using e-learning tools and technology to create reusable learning objects and rich media content ▪ Practical experience of developing high quality careers information and education materials ▪ Evidence of being committed to the principles and practice of equality and diversity ▪ Experience of working with higher education students, preferably within a higher education setting 	
Qualifications , certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Good honours degree and at least one of the following: <ul style="list-style-type: none"> ○ Recognised guidance and/or careers qualification e.g. QCG, DipCG, DipCEIAG(HE), NVQ 4 Advice and Guidance ○ Recognised teaching qualification ○ Substantial experience in managing graduate transitions into employment (e.g. graduate recruitment or development) in a commercial environment 	<ul style="list-style-type: none"> ▪ Recognised coaching qualification ▪ Accredited practitioner status for a relevant profiling tool e.g. Strengths Profile, MBTI, MindFlick etc.
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Knowledge of legislation relating to working with clients – Equality Act, 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

