

## JOB DESCRIPTION

**Job Title:** Employment and Careers Advisor  
**Directorate & Section/Unit:** Skills and Investment Team, People  
**Directorate Reporting to:** Skills Programme Project Manager  
**Management responsibility for (Level 1 Manager and above):** None  
**Supervisory responsibility for (Level 1 Supervisor):** None  
**Headcount and FTE of staff:** 0

<b>Salary Grade:</b>	<b>SC6</b>
<b>WCC Management Level:</b>	Frontline staff;
<b>Number of Direct Reports:</b>	<b>0</b>

### Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high-quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

### Purpose of job:

- To provide professional career guidance services, including personal guidance interviews, in order to improve young peoples' skills, knowledge and understanding for career planning and management.
- To support young people to make informed choices about education and employment choices post 16 and 18.
- To support young people who are most at risk of becoming NEET to identify positive destinations and ultimately to move into employment or training by providing specialist careers information, advice, guidance and support.
- To provide specialist knowledge on provision and support available to 16-24 year olds in Worcestershire.

### Main Activities & Responsibilities:

- Engage with young people aged 16-24 throughout Worcestershire who require specialist information advice and guidance support about their futures.
- Support, manage and progress a caseload of young people offer advice on possible destinations including employment or training; including apprenticeships, higher education, further education.
- Use expert knowledge of careers information and labour market information and Intelligence to enable young people to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- Deliver impartial careers information advice and guidance and mentoring to a high standard to young people in a range of locations across North Worcestershire.

- Work with young people to establish aspirations and future plans through the use of assessment and profiling tools and bespoke career pathway planning.
- Work and liaise with a range of services to ensure vulnerable young people are supported through their transitions from school into destinations, through planning and working together effectively
- To seek and understand the range and quality of opportunities within Worcestershire available to young people by awareness of local labour market, industries and roles.
- To seek and understand the range and quality of education opportunities within Worcestershire and outside of which are available to young people.
- To maintain accurate records to demonstrate the assessment process and progress of young people to enable effective monitoring and evaluation and to report on outcomes against targets as required for ESF projects.
- To work with the Worcestershire Careers and Enterprise Company Careers Hub team to plan the required interventions by schools and individuals and to constantly seek programme improvements to ensure programme delivery is of a high quality.
- To update the project CRM system to record all activities as required in order to report progress on key performance indicators.
- To deliver presentations/sessions/workshops to professionals and young people in a wide range of settings on issues relating to employment, education and skills
- To develop and maintain working relationships with colleges, training providers, DWP and other partner organisations including other Council departments in order to identify and provide joined up services to clients.
- To keep up to date with changes in legislation or government programmes that relate to employment, education or training.
- To respond to queries from elected members, parish councillors, partner organisations and attend and present at meetings when required in relation to employment and skills

#### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks. ***\*Delete if not applicable***

#### **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, SEND teams and Social Work teams, Project Staff, Governors, Head Teachers, Teachers, Support and other school/educational based staff

External: Young People aged 15-19, District & County Councils, Government Agencies & Departments, Educational Settings such as Academies, FE Colleges and Higher Education including SEND schools, Contractors, Service providers, DWP offices, Statutory and Voluntary Organisations, Businesses, service users, clients, customers, parents & pupils, members of the public, Business volunteers.

**Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

Author: J Chadwick

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