**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** CAREERS ADVISOR

**DIVISION:** LEARNING & SKILLS

**GRADE:** BAND 9

**RESPONSIBLE TO:** BUSINESS DEVELOPMENT MANAGER

**POST REFERENCE:**  107617

**Purpose of Post**

1. To effectively contribute to the provision of the Careers Service across the Learning & Skills Service including Careers Hubs and ensure all learners receive an Individual Career Plan.
2. To provide impartial Careers Education, Information, Advice and Guidance (CEIAG) to learners, potential learners, volunteers and other key stakeholders such as employers and external partners.

**Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representatives groups and working with Elected Members as appropriate.

**Key Relationships**

* Tees Valley Combined Authority
* Department for Work & Pensions
* Employers
* Elected Members
* Other Council Departments
* National Careers Service
* Learners
* Independent Strategic Board

**Main Duties and Responsibilities at Band 8**

1. Responsible for the identification of young people and working age adults who wish to engage and access training, volunteering, work experience and paid employment opportunities through the Learning & Skills Service.
2. Manage an allocated caseload ensuring individuals receive regular reviews and action planning to support them to effectively progress into Education, Employment or Training.
3. Coordinate and produce promotional resources in relation to the Careers Service including Termly Careers Newsletters.
4. Responsible for monitoring and updating information regarding caseload through agreed departmental policies, procedures and systems with monitoring information to internal officers and external funders.
5. Responsible for the planning, implementation and delivery of pre-employability courses by working in partnership with key stakeholders including local training providers, employers and DWP.
6. Ensure the timely and accurate completion of health and safety risk assessments on voluntary or work placements as appropriate.
7. Lead on aspects of quality improvement in relation to careers including monthly master practitioner CPD sessions for IAG Advisers and quality audits of completed Individual Career Plans.
8. Responsible for termly observations on IAG Advisers and participate in an annual evaluation of the Careers Service against the Gatsby Post 19 Career Benchmarks and other Government Policies/Strategies.
9. Contribute to the dissemination of local, regional and national policy in relation to Careers and informing the service of labour market information on Education, Employment and Skills.
10. Engage employers and stakeholders to promote the ‘Core Offer’ available through the Learning & Skills Service and then effectively develop and implement specific programmes such as Employer Routeways.
11. Responsible in conjunction with Project Officers for implementing and maintaining monitoring and administrative systems relevant to beneficiaries of employment projects.
12. Deliver and organise engaging, impactful employability and career enrichment activities within and outside of the curriculum including Guest Speakers.
13. Effectively promote the service through attendance at relevant events or meetings which raise the profile of the activities, courses and projects available through the Learning & Skills Service.
14. Coordinate the embedding of careers activity into the curriculum to meet Ofsted requirements by working collaboratively with internal and external stakeholders such as tutors, assessors and National Careers Service.
15. Effectively prepare the Careers Service for Ofsted Inspections and support stakeholders such as Tutors and Assessors.
16. Support the management and renewal of external quality standards such as Matrix, Investors in Careers and Investors in Volunteering.
17. Any other duties of a related nature which might reasonably be required and allocated by the Business Development Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: February 2020

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

The Tees Valley Pathways Programme is part-funded by European Social Fund and supported under the Youth Employment Initiative.

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