

PERSON SPECIFICATION: Careers Advisor

POST REFERENCE: 108301

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.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
- Educational/vocational/ occupational qualifications and/or training - Specific qualifications (or equivalents)	<u>Band 7</u> - Good general standard of education including both English and Maths (F) NVQ2 in relevant area or working towards NVQ3 in relevant area such as Information, Advice & Guidance (F) <u>Band 8</u> - NVQ3 or equivalent in a relevant area such as Information, Advice and Guidance (F) Evidence of relevant professional or organisations training (e.g. Mental Health, Substance Misuse etc.) <u>Band 9</u> - NVQ4 or equivalent in Career Information & Advice (F)	<u>Band 7</u> - IOSH Working Safely (F) First Aid (F) <u>Band 8</u> - Other relevant qualifications related to supporting young people and/or adults (F) <u>Band 9</u> - NVQ6 or equivalent in Career Education, Information, Advice & Guidance (F)
- Work or other relevant experience	<u>Band 7</u> - Experience of promoting to and working with multi agencies including community groups, training providers, businesses and public sector organisations (F) (I)	<u>Band 7</u> - Experience of working within a Community Facing setting (F) (I)

	Experience of engaging, working with and supporting adults (F) (I) Experience of organising your work and using own initiative with minimum supervision and support (F) (I) Experience of using IT systems to gather, share and record data to inform on performance (F) (I) Experience of problem solving in a variety of situations (F) (I) <u>Band 8</u> - Experience of working in a Community Hub setting (F) (I) Experience of co-ordinating/mentoring other staff, colleagues and/or volunteers (F) (I) (R) Evidence of providing impartial careers information, advice and assisting unemployed people to progress into education and employment (F) (I) Demonstrate the evidence of effective use of pathways to create employment routeways and support individuals to progress into sustained employment (F) (I) <u>Band 9</u> - Practical experience of delivering impartial CEIAG and assisting unemployed people to progress into education and employment (F) (I)	Experience of providing information and advice (F) (I) <u>Band 8</u> - Experience of Caseload Management (F) Experience of working with vulnerable and disadvantaged groups (F) (I) <u>Band 9</u> - Previous supervisory or management experience (F) (I) (R)
--	---	---

	Experience of developing and co-ordinating employability and pre-employment programmes (F) (I) Experience of delivering training and career development workshops to groups (F) (I) Significant experience of working within and actively improving the effectiveness of the Community Hub (F) (I)	
--	---	--

- Skills, abilities, knowledge and competencies	<u>Band 7</u> - Ability to communicate clearly and effectively with colleagues and service users at all levels (F) (I) Ability to problem solve, work under pressure and meet agreed deadlines (F) (I) Ability to maintain electronic records accurately and concisely (F) (I) Ability to engage with and work effectively with adults in line with identified needs and to deliver outcomes for individuals (F) (I) Understanding of the barriers that face unemployed, local people in regard to employment and training (F) (I) Awareness of the complex needs of vulnerable and disadvantaged people (F) (I) Evidence of an ability to work in partnership with colleagues, businesses and stakeholders (F) (I) Ability to handle sensitive issues and people with tact and diplomacy (F) (I) <u>Band 8</u> – Ability to effectively engage employers and develop employment routeways and opportunities (F) (I) Ability to use a variety of tools including social media to assist unemployed people to secure employment (F) (I)	<u>Band 7</u> - Knowledge of a range of providers and services that help adults to overcome barriers to employment (I) Ability to prioritise work and organise own workload (F) (I) <u>Band 8</u> - Evidence of report writing skills (F) (I) Knowledge of local/national labour market trends and policy in relation to Career Guidance (F) (I)
---	--	--

	Working knowledge of the local and national standards and best practice around careers guidance and employment support (F) (I) Demonstrate skills in advocacy, assessment and action planning and how to support adults to overcome barriers to employment (F) (I) Ability to advise and guide junior colleagues/or volunteers either individually or as a group (F) (I) <u>Band 9</u> - Ability to independently create and run workshops and sessions for individuals to improve their employability skills, overcome barriers and/or progress into employment based on the needs of the client group (F) (I) Ability to manage a varied caseload across a number of client groups with diverse needs and organise time in order to meet own and service priorities effectively (F) (I) Ability to plan and deliver CEIAG presentations to different groups of people (F) (I) Detailed knowledge of current issues concerning adults looking for work or training (F) (I) Detailed knowledge and understanding of the Ofsted Education Inspection Framework (F) (I) Ability to effectively prepare the Service for Ofsted Inspection (F) (I)	<u>Band 9</u> - Experience of carrying out health and safety risk assessments (F) (I)
--	---	--

- General competencies	<u>Band 7</u> - Good written and verbal communication skills to a wide range of audiences (F) (I) Ability to work on own initiative or as part of a team (I) An awareness of safeguarding, equal opportunities and diversity (F) (I) Able to use IT appropriately including online resources and Microsoft Office (F) (I) Willingness to undertake core training and other developmental training where appropriate (F) (I) Ability to work flexibility including evening and weekends, where necessary (F) (I) Ability to travel independently throughout the Borough and further afield for meetings or events (F) (I) <u>Band 8</u> - Good verbal and written presentation skills and write reports to an acceptable level with the ability to develop purposeful Action Plans (F) (I) <u>Band 9</u> - Ability to independently organise work routines effectively, using own initiative with supervision and support of manager (F) (I) Ability to support and mentor less experienced colleagues when required, giving instructions and checking work meets acceptable service standards (F) (I)	
--------------------------------------	---	--

ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)

On-going Training Requirements

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

Mandatory/Essential Training	Frequency
The importance of Equality, Diversity and Inclusion Prevent Duty Training Protect Training – ACT Awareness Training Safeguarding Children Safeguarding Adults Information Governance	Annually Refresh every 3 Years Refresh every 3 Years Refresh every 3 Years Refresh every 2 Years Annually

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

Date February 2026