



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Employment Skills Adviser x2 (1x Permanent, 1x Fixed Term, Maternity Cover)				
DEPARTMENT	Research and Enterprise				
LOCATION	Brayford				
JOB NUMBER	EL1084 & EL1085	Grade	5	Date	February 2019
REPORTS TO	Student Employability and Careers Centre Manager				

CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce.

We will develop employable and successful graduates who will be leaders of the future in whatever field they choose. We will ensure that they are confident, innovative, creative and enquiring, meeting the needs of employers in the future.

Research & Enterprise is an innovative department within the University which works with staff, employers, students and graduates to increase graduate employability and external income generation.

JOB PURPOSE

This position plays a critical role in providing a thorough and comprehensive Careers and Employability service to our students and graduates, whilst also contributing to maintaining and developing relations with key external partners and employers. The role will complement a triage approach to Information, Advice and Guidance and will be fundamental in providing information and advice, whilst maintaining a responsible, professional approach of referral for in depth Careers Guidance and other services where needed.

The role will work in close partnership with the College allocated Careers and Employability Advisers, to provide a comprehensive employer engaged support service to students and graduates.



KEY RESPONSIBILITIES

Service Delivery– Students and Graduates

- Supporting central and College based ‘drop in’ services to provide individual information and advice to students. This may involve diagnosing client needs and exploration of their stage of career planning, followed by subsequent referral to appropriate levels of support – e.g. a Careers Guidance interview with a Careers and Employability Adviser.
- Offering advice to students undertaking the ‘Lincoln Award’ in the form of a skills analysis pathway appointment, to assist students to recognise transferable skills and ‘skills gaps’ in which to focus attention.
- Providing information and advice to clients regarding application processes, CV development, electronic applications and other forms of recruitment.
- Delivering central ‘core’ workshops/ presentations to small groups of students/ graduates in relation to graduate application and skills development
- Supporting College based delivery where required, working closely with the College allocated Careers and Employability Advisers.

Service Delivery – Employers, recruiters and external organisations

- Working closely with the wider Careers and Employability Team and key external partners & employers to develop an understanding of the graduate labour market including current graduate recruitment methods.
- Contributing towards the wider team relationships with key strategic external partners and employers - both maintaining and developing new relations which will support the wider teams Key Performance Indicators.
- To attend key careers day events with external stakeholders to support your industry knowledge ensuring the information and advice provided reflects the graduate labour market.
- To have an awareness of the wider Research and Enterprise department when engaging with employers, and make appropriate referrals to departmental staff and to the wider university community.

Information provision and Professional knowledge enhancement

- Developing and maintaining knowledge of occupational application processes and trends to contribute towards student interactions and information provision/ development.
- Developing new written and online resources in relation to recruitment & selection procedures, and skills based resources.
- Effectively disseminating information across the wider Careers and Employability team.
- To provide support and resources for ad hoc projects in support of student and graduate employability.

Central Team duties

- Participating in supporting graduate outcomes as advised by the wider Careers and Employability team.
- Contributing towards the achievement of Key Performance Indicators and objectives of the



Careers and Employability Team and wider Research and Enterprise Department.

- Taking ownership of central themes and activities to benefit the ongoing development of the services offered by the Careers and Employability Team
- To offer support for central activities and events at key times throughout the year.
- To contribute towards the delivery of special projects and educational programmes in support of student and graduate employability

Promotion and Marketing

- Promoting the University and Services of the Careers and Employability Team to students, graduates, University partners/ colleagues and external stakeholders.

General Duties

- Working with the Student Employability and Careers Centre Manager to ensure all information is recorded on the student management system.
- To attend meetings and planning events in support of developing and informative and interactive service.
- To attend external events on behalf of the careers & employability team.
- To support with the preparation and delivery of key events throughout the year.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.



ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
Head of Careers and Employability Student Employability and Careers Centre Manager (Line Manager) Careers and Employability Operations Manager Careers & Employability Advisers Careers & Employability Information Manager Careers and Employability Interns Director of Research and Enterprise Students Graduates Research & Income Generation Support team Business Incubation Team Faculty based staff with careers & employability influencing roles Student Union Staff and Sabbatical Officers Student Services Alumni Office Academics	Targeted Employers Local Business Partners Recruitment Agencies HM Revenue and Customs
Key Networks	
<ul style="list-style-type: none">• Association of Graduate Careers Advisory Services (AGCAS)• Institute for Student Employers (ISE)	



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Employment Skills Adviser	JOB NUMBER	EL1084
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Degree or equivalent	E	A
Level 3 (or above) qualification in Information, Advice and Guidance (IAG) OR qualifications in HR/ Training or related profession.	D	A
Experience:		
Experience of working in an advisory or customer service role offering support to clients.	E	A,I
Experience of working with students or volunteers.	D	A,I
Experience of managing/ co-ordinating projects.	D	A,I
Experience of dealing with multiple stakeholders and clients	E	A,I
Experience of researching and extracting information to present in written format and deliver workshops/ training/ presentations	E	A,I
Experience of Higher or Further Education	D	A,I
Experience of working in a multi-disciplinary team	E	A,I
Skills and Knowledge:		
A familiarity the Graduate Labour Market and the employer needs/ requirements/ expectations of graduates	D	A,I,P
Knowledge of recruitment processes, employment legislation and employment rights.	D	A,I
Skills in designing and delivering group based learning for small and large groups.	E	A,I
Skills of offering a client centred approach	E	A,I
Good IT skills and competent in the full use of Microsoft Office.	E	A,I
Good organisation skills and the ability to plan effectively.	E	A,I
Networking skills and an ability to communicate effectively with a wide range of stakeholders	E	A,I
Competencies and Personal Attributes:		
A commitment to team work and quality service delivery.	E	A,I
The ability to work on several projects/ services at once, keeping sight of strategic objectives.	E	A,I



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Enthusiasm and a commitment to working with a diverse range of clients.	E	A,I
Business Requirements		
Willingness to work flexible hours on occasion, such as breakfast, evening or weekend events/ activities.	E	I
Able to travel between sites.	E	I
Able to travel to meet external partners.	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	LC	HRBP	SP
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