

JOB DESCRIPTION

Job Title:	Employability Tutor (Careers)
Department:	hired@UCB
Contract:	Part-time, permanent (21 Hours, per week)
Salary Range:	£17,562 - £18,625 p.a. (Pro rata of £30,942 - £32,816)
Salary Grade:	SS5
Report To:	Assistant Director
Job Purpose:	To contribute to the delivery of the hired@UCB Business Plan with a particular focus on GET Started, GET Skilled and GET On through the delivery of a range of employability and careers service to students.
Main Duties & Responsibilities:	<p><u>General</u></p> <ol style="list-style-type: none"> 1. To develop and deliver high quality careers information, advice and guidance services to UCB students and alumni (for up to 5 years) as part of the hired@UCB service offer. 2. To work effectively as part of a team to ensure the effective delivery of the hired@UCB service to students. 3. To develop, deliver and maintain a range of services and resources to enhance the vocational awareness and employability skills of UCB students. 4. To provide specialist and impartial advice, guidance information and support to students regarding career development and employability skills. 5. To further develop and widen employer engagement with UCB in order to increase employer participation in student recruitment, work experience placements, employability workshops, presentations and Industrial Liaison Boards. 6. To promote hired@UCB services to prospective UCB students, current students, alumni, UCB staff and employers. 7. To support and maintain procedures within the service which meet or exceed national quality standards. 8. To liaise with external agencies to establish and implement appropriate referral procedures. 9. To keep informed of up-to-date careers and employability issues on a local, national and international basis and feed back to students and academic staff where relevant.

	<ol style="list-style-type: none">10. To work collaboratively with UCB schools and teams to enhance the student experience with a particular focus on hired@UCB delivery.11. To complete as appropriate administrative work associated with the organisation of the GET Started, GET Skilled and GET On service offer.12. Maintain and develop a wide range of careers information resources on-line and hard copy.13. To support the development of student employability skills to seek, identify and secure their own work placement14. Contribute to the development of the hired@UCB service to all UCB students and to continually improve quality across the service, for example, by supporting School Employability Teams.15. To develop partnerships with new and existing employers/organisations to offer world of work experiences and inspiration and to develop new opportunities for UCB and hired@UCB with that employer.16. Support the development and implementation of an employer engagement and alumni CRM system within hired@UCB and the implementation of priority hired@UCB campaigns targeting employers and alumni.17. To ensure all appropriate databases (such as InPlace, CRM, ProMonitor) are kept up-to-date as appropriate.18. To attend a number of UCB Open/Progression Days throughout the year, delivering a presentation on the hired@UCB service offer.19. To attend as appropriate internal and external Boards of Examiners and other UCB meetings as appropriate20. To help produce hired@UCB booklets/briefing materials and training booklets for students and staff to support the development of employability and career management skills.21. To keep all records as required by hired@UCB in connection with the delivery of the service and to maintain confidentiality as appropriate.22. To collect and monitor feedback from students and employers and to provide on-going feedback on the quality and relevance of the hired@UCB service.23. To produce a range of data to support performance management and quality improvement.
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	<p>24. To support hired@UCB to develop the use of social media and other forms of e-communications, such as podcasts and 'vodcasts' to promote the service and to increase access/uptake of the service.</p> <p>25. To act as an ambassador for UCB to promote careers, employability and enterprise skills, the hired@UCB offer and the wider UCB offer to employers and partners.</p> <p>26. You may be required in pursuance of your duties to perform services not only for the Corporation but also for any subsidiary.</p> <p>27. You are expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.</p> <p>28. You will be expected to comply with any rules and regulations which the Corporation may from time-to-time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.</p> <p>29. To ensure practice is in line with the General Data Protection Regulations.</p> <p>30. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>31. Undertake other duties, commensurate with the grading as may be required from time to time.</p> <p>NB: all delivery must engage with, learn from and be responsive to: staff, students, alumni, employers and peers/partners in other institutions.</p>
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PERSON SPECIFICATION

Post:	Employability Tutor (Careers)
Experience:	
1	Careers and employability experience in an FE/HE institution, multi-agency or employer-based organisation.
2	Experience of working in a client facing role with an expectation of building strong professional relationships and engaging with all levels of students, alumni and employers.
3	Administration experience with evidence of managing a caseload.
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Skills & Abilities:	
6	Excellent oral and written communication skills with the ability to confidently deliver group presentations to a range of audiences.
7	Proficient in the use of Microsoft Office programmes including Word, Outlook and Excel.
8	Ability to work constructively on own initiative and as part of a team accurately and to deadlines.
9	Proven ability to work with a diverse range of clients delivering creative employability solutions.
10	Strong organisation skills with the ability to arrange placement activities.
Education & Qualifications:	
11	Possess or working towards a level 6 qualification in careers, advice and guidance
12	Minimum level 5 qualification (FdA, HND)
13	English and Maths at minimum level 2 (i.e. GCSE Grade 4 or Grade C or above).
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Training & Professional Development:	
16	Evidence of continuous professional development, updating of skills and knowledge.
17	Willingness to undertake any further training deemed necessary.
18	Demonstrate up-to-date knowledge of employment markets, work placement and/or student recruitment.
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Other:	
21	Flexible approach to work; this post may involve working occasional evenings and weekends.
22	Clear commitment to student centred service delivery, maximising student satisfaction and success and a commitment to equal opportunities.
23	Ability to promote UCB and its students to potential employers and placement providers.
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