

Careers Adviser Grade 08

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth.
- Live in thriving and sustainable communities
- Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens.
- Courageous – We recognise our challenges and are prepared to make courageous decisions.
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the County Council's Economy, Infrastructure and Skills Directorate (EIS). The vision for EIS is to help Staffordshire's economy grow, so that everyone has the opportunity of a good

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job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Skills & Employability purpose is to improve people's lives through learning and training, leading to employment and/or increased personal fulfilment, supporting the growth of Staffordshire's economy and society:

- Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire's '16+' residents, by enabling provider partnerships and through direct delivery.
- Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.
- Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.
- Working with providers and partners to ensure that Staffordshire's social, employment and economic skills demands are met.

The Careers and Participation Service, in which this post sits, is located within Skills and Employability.

The Careers and Participation Service works with young people at risk of not participating in learning, or those who are not participating to provide support to enable them to participate in learning.

Work in relation to participation also includes the tracking of all young people resident in Staffordshire of academic age 16 and 17 in relation to their participation status.

The Careers and Participation Service also offers a traded Careers Guidance service to schools and colleges, primarily, though not exclusively in Staffordshire.

About the Role

The Careers Adviser role will include working with young people at risk of not participating in learning. This will involve engaging young people, identifying barriers and providing one to one and group activity to support them to enter learning.

The Careers Adviser will also deliver professional and high quality independent and impartial careers advice to young people, promoting participation in education or training for all.

The 2 Careers Adviser roles advertised will work primarily across Cannock Chase and Lichfield Districts and Stafford and South Staffordshire Districts, though work may be required to be undertaken in other districts within the county and within the West Midlands boundary.

An Enhanced DBS and Children's Barred List clearance is required for these roles.

Reporting Relationships

Responsible to: Senior Careers Adviser for double district

Relationship with:

- Young people in priority groups
- Schools and Post 16 Education Providers
- Children and Families and Health and Care Directorates
- SCC Jobs and Careers Brokerage Service

Key Accountabilities:

1. Meet with key staff in schools (typically Careers Leader, SENCo and Head of Year 10 and 11) to identify a cohort of young people who are at risk of not participating in learning post-16 and agree support to be provided for this cohort.
2. Manage a caseload of young people at risk of not participating in learning and support their progression into, and sustainment in learning provision. This will include:
 - a. Engaging young people
 - b. Identification of barriers to progression
 - c. Delivery of one to one and group interventions to mitigate and remove barriers to progression.
 - d. Post progression interventions to support sustainment in learning.
3. Deliver careers interventions as agreed in the Careers and Participation Service contract with education provider/s, to SCC Quality Standards.

4. Review and promote Careers Guidance packages purchased by schools with Careers Leaders, and other appropriate staff, to support the buyback of services.
5. Deliver clear and unbiased information, advice and guidance (IAG) on all matters relating to learning and work, including employment, education and training to young people, and to parents and carers as appropriate.
6. Complete regular and timely follow up and tracking for case loaded young people, to provide ongoing support to enable young people to engage in employment, education, or training.
7. Ensure all customer records are complete and up-to-date and maintained in accordance with appropriate confidentiality and data protection legislation, to support reporting and analysis.
8. Develop and maintain effective working relationships with other professionals working with young people to facilitate collaborative working to support the progression of young people.
9. Be responsible for safeguarding and promoting the welfare of customers in line with SCC policy for staff working with young people and vulnerable adults.
10. Keep up to date with current and future labour market information to provide current educational, occupational, and other local information to enable clients to make informed decisions.
11. Develop and maintain personal and professional effectiveness by participation in performance review processes/observations and through corporate continuous professional development (CPD) opportunities and self-directed CPD.

This post is designated as a casual car user.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

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Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.


Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test







Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> Level 6 Qualification in Careers Guidance (essential) Maths and English GCSE grade C/4 or above (or equivalent) 	Application Application
	Knowledge and Experience <ul style="list-style-type: none"> Knowledge of the issues affecting people, particularly the impact of social and economic disadvantage on personal motivation, confidence and ability to progress through education, employment and training. Experience of providing careers guidance and follow on support through one to one and group interventions to young people or adults in a range of settings. Experience of successfully engaging individuals from a diverse range of backgrounds and working with them to achieve positive outcomes. Experience of managing a caseload of adults/young people to meet targeted outcomes. Experience of building effective and professional relationships with partner agencies and organisations Experience and knowledge to capably and confidently use the internet and IT applications. Efficient data inputting skills that show an attention to detail and an understanding of the impact of this work 	Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview
	Skills	Application and interview

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	<ul style="list-style-type: none"> Ability to effectively plan and adapt to change to deliver results and with proven ability to prioritise work and meet deadlines. 	Application and Interview
	<ul style="list-style-type: none"> Able to effectively work on own initiative to ensure that targets and deadlines are met. 	Application and Interview
	<ul style="list-style-type: none"> Effective interpersonal skills with the ability to build effective working relations with a diverse group of people/organisations. 	Application and Interview
	<ul style="list-style-type: none"> Empathy and understanding for other people, and the ability to engage in conversation to understand requirements and goals that other people may have. 	Application and Interview
	<ul style="list-style-type: none"> Effective communication skills and the ability to present to other individuals and groups confidently. 	Application and Interview
	<ul style="list-style-type: none"> Effective IT skills, including significant experience of using Microsoft Office or equivalent software packages. 	Application and Interview



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300