

Careers Consultant Grade 8

Our Vision

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 the people of Staffordshire
- 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

70000749/G8/CAS
GP 12/09/2025

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 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 Stoke-on-Trent and Staffordshire Careers Hub, in which this post sits, is located within Skills and Employability.

The Careers Hub works with schools and college Senior Leaders to enact system change to Careers Education. They support schools to ensure all young people transition effectively to a positive destination (e.g. further education/apprenticeship / employment), to achieve the Staffordshire County Council outcome 'to have access to more good jobs and share the benefit of economic growth'.

This work also includes achievement of the following nationally set outcomes:

1. Continuous improvement in Careers Education against the Gatsby Benchmarks through ongoing investment in core careers infrastructure, supporting the upskilling of teachers to raise the quality of education.
2. Implementation of a national work experience (WEx) guarantee (aligned to DfE statutory guidance) with a focus on schools serving disadvantaged communities.

About the Role

The Careers Consultant will undertake all duties and responsibilities relating to the effective management of modern school / business caseloads or modern work experience across Stoke-on-Trent and Staffordshire.

The role will involve undertaking consultation / advisory meetings with senior school/college leaders and/or business leaders relating to the implementation of careers education policy which includes risk assessment, change control and achievement of KPIs.

They will affect systemic change, maximise impact on our young people, reducing barriers and improving transition into further education/ apprenticeships, employment.

Reporting Relationships

Responsible to: Careers Hub Operations Manager

Responsible for: N/A

Relationship with:

- School/College Senior leaders including CEOs, Heads/Principals, SLT Leads
- Careers Education Careers Leads and Coordinators
- Business Leaders and Operational Support Staff
- Careers and Enterprise Company national governing body for Careers Education
- County Council Economy, Infrastructure and Skills teams including SJC, Careers and participation
- Careers Hub Partners including Chamber of Commerce, Staffordshire Partnership Providers
- Borough Council Skills, Enterprise and Growth Teams

Key Accountabilities:

1. Support and advise school/college senior leaders on the systemic changes relating to careers education policy or modern work experience offer in order for schools / colleges to develop their

plans to develop aligned to the Careers National Framework (Gatsby) and national coordinated actions/national work experience guarantee.

2. Support management to shape, implement, quality assure the careers, employability, learning and skills priorities for the city and county aligned to national mandate by accessing a range of data systems to analyse, monitor and track performance, KPIs and progress, providing reports to stakeholders e.g. school leaders / the hub team.
3. Establish and maintain effective relationships with senior leaders e.g. Headteachers, Chief Executives, HR Directors, College Principals, Governing bodies, locally to inform, influence and ensure the effective systemic change to career education.
4. As the main point of contact/advisor, manage a caseload of schools/college/employers, monitor careers education progress to ensure maximum impact on our young people future education / career.
5. Broker multiple relationships by coordinating the partnerships between the senior education leaders, employers and providers with a focus on impact, sharing best practice to ensure the school achieves positive destination outcomes for young people.
6. Organise and attend meetings ensuring that the school/college performance in relation to the Gatsby Benchmarks improves in line with DfE directives and address school improvement priorities and student learning outcomes.
7. Ensure completion and review all schools and colleges careers assessments termly and drive Gatsby Benchmark performance by undertaking audits/health checks to ensure all young people benefit from high quality careers education.
8. Establish methods of recognising and highlighting systemic best practice to ensure the network is accessing and delivering the most

impactful activities, raising the profile of the Careers Hub and engaging through communication and marketing channels including social media.

9. Develop resources, deliver and oversee training to a range of stakeholders locally, (including SLT Careers Leaders, governors, teaching staff, heads of school, businesses), evaluate success to support the raising of quality of careers education across the county.
10. Facilitate subgroups of education leaders including localised Hub employer network, Careers Leader Briefings to ensure peer to peer sharing of best practice.
11. Recruit local and national employers to support and encourage the development of school engagement in line with the national priorities this includes undertaking DBS checks, induction, scoping, identifying and addressing the needs of skills gaps in line with the knowledge insight grid.
12. Ensure the relevant documentation is completed and maintained for all projects with appropriate confidentiality and data protection legislation, to support reporting and analysis.

Any other duties commensurate with the grade of the post and as requested by the line manager and the flexibility to deal with emergencies as they arise.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role nationally.

This post has no political restrictions.

An Enhanced DBS Clearance will be required for this role.

Professional Accountabilities:

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

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 Degree or equivalent level education or relevant experience in careers education. Maths and English GCSE grade C/4 or above (or equivalent) | A A |
| | Knowledge & Experience  Understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people including Careers Statutory Guidance.  Detailed understanding of school culture, structures and the challenges faced by schools in delivering careers education and modern work experience and systemic change. Knowledge of local and national employers, providers including growth sectors and key employment sectors and the current corporate social responsibility landscape. Knowledge of caseload management, database management and reporting systems. (IT Applications including AI) Significant experience of engaging and building relationships with leaders from schools, colleges and businesses. Demonstrable experience of working with schools, colleges and business to advise on systemic change. Demonstrable experience of analysing, interpreting and presenting performance data. | A/I A/I I A/I A/I A/I |

70000749/G8/CAS

GP 12/09/2025

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| | <p>Experience of presenting to individuals and groups including chairing of meetings, briefings and conferences.</p> <p>Experience of accessing and manipulating relevant data systems and producing performance and quality reports.</p> <p>Experience of creative working to develop systems, processes and procedures to monitor compliance and new and innovative ways of working to deliver against national DfE mandate.</p> | <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> |
|  | <p>Skills</p> <p>Communication and interpersonal skills, with the ability to persuade and influence a variety of audiences and encourage others to use new ways of working.</p> <p>Proactive, with the ability to work independently, prioritising a busy workload, managing relationships with a large number of stakeholders and adapting conflicting priorities and deadlines.</p> <p>Adaptable and resilient with the ability to think and plan in a changing environment.</p> <p>Competent use of a range of digital and IT and social media platforms including data handling and analytical skills.</p> <p>Planning and process management skills.</p> | <p>A/I</p> <p>I</p> <p>I</p> <p>A</p> <p>A/I</p> |



*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. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

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

70000749/G8/CAS
GP 12/09/2025