



POSITIVE STEPS

SUPPORT | CHALLENGE | CHANGE

JOB DESCRIPTION: Career Adviser

Job Title: Career Adviser
Location: Hybrid
Team/Directorate: Education and Guidance Services
Responsible To: Operational Manager Education and Guidance Services
Responsible For: N/A
Salary Band: PS04

JOB PURPOSE

- Provide a range of career guidance and support services for young people and/or adults

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manage a caseload of clients working with careers guidance services to provide tailored guidance, support and advocacy to improve education/employment outcomes and promote wellbeing
- Manage a caseload of clients in line with relevant legislation, quality standards, best practice and codes of ethics to safeguard the service
- Maintain strong relationships with partners to improve outcomes for clients
- Conduct diagnostic assessment, assessment analysis and interventions to improve outcomes for clients
- Undertake accurate, timely recording on digital caseload management system to meet contract requirements
- Apply co-production principles to ensure the users voice is represented
- Apply the consistent application of all relevant policies and procedures including safeguarding, health & safety and equality & diversity to ensure a compliant service
- Undertake any other duties in order to meet service and organisational objectives following consultation with your manager

Key Relationships – Internal & External

- External – Local partners and education providers,
- Internal – Staff and volunteers

JOB TITLE Career Adviser – Education and Guidance Services

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training	<ul style="list-style-type: none">• Educated to level 6 in Careers Guidance and Development	
Experience	<ul style="list-style-type: none">• Demonstrable experience of working with young people or adults in the field of careers guidance or a related field• Demonstrable experience of developing productive and effective relationships with young people or adults• Demonstrable experience of planning, monitoring and evaluating your own work• Demonstrable experience of multi-	

	<p>agency working</p> <ul style="list-style-type: none"> • Demonstrable experience of communicating through verbal and written presentations • Demonstrable success in promoting diversity 	
Knowledge	<ul style="list-style-type: none"> • Understanding of Education and Guidance Services • Understanding of safeguarding legislation and guidance, implementation of Child Protection Procedures and the boundaries of professional relationships • Understanding of the role of education and guidance in adolescent • Understanding the impact of education and guidance to improve life opportunities • Understanding of Health & Safety legal requirements and best practice 	
Skills	<ul style="list-style-type: none"> • Developed communication and presentational skills, with the ability to communicate ideas, issues, systems and procedures successfully at all levels to a variety of audiences • Developed skills in creativity and original thinking with the ability to develop practical solutions to problems • Developed inter-personal and team working skills • Primary skills in Microsoft Office and database systems • Developed ability to engage 	

	individuals and partners	
Personal attributes	<ul style="list-style-type: none"> • Sound judgement and awareness of organisational and political sensitivities • Ability to manage the service through the phases/challenges of its development • Resilient and able to work independently as required • Sound professional and tactical judgement and the ability to establish priorities and principles • Commitment to Positive Steps vision and values 	
Additional requirements	<ul style="list-style-type: none"> • Prepared to work flexibly to meet the needs of customers and the organisation • Prepared to travel throughout the region • Occasional weekend working • Enhanced DBS required 	

