

JOB DESCRIPTION

Post:	Careers Skills Advisor (Truro)
Responsible to:	Programme Team Leader – Future Skills
Salary:	Scale 5, Point 26 £24,625 per annum Full Time Fixed-Term to 31/08/2023
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	To provide programme areas with current Labour Market Information related to their subject or vocational area and support them to access, interpret and utilise this data to create a tailored Skills Needs plans.
Specific Duties:	<p>To provide Labour Market Information to across all programme areas that is relevant to the courses and qualifications delivered.</p> <p>To support management and teaching staff with the tools to access and effectively utilise Labour Market Information to enhance their teaching and support for students.</p> <p>To work with Programme Team Leaders to develop and enact an Action Plan to embed and enhance Labour Market and Skills information within their planning, delivery and student support activities.</p> <p>To create Labour Market Information resources for dissemination or delivery to students that is pertinent to their programme of study and/ or career aspirations.</p> <p>To lead on the research, procurement and adoption of Labour Market Information data from external sources; identifying opportunities to utilise these within College marketing materials, Careers Education, Information, Advice and Guidance or to inform curriculum planning and delivery.</p> <p>To maintain, organise and develop Labour Market Information resources for use within the College that adhere to IAG quality standards.</p> <p>To develop materials and support the delivery of outreach activities to primary and secondary schools to broaden understanding and engagement in Labour Market Information.</p> <p>To have a good knowledge of the Gatsby benchmarks and the relevance of these within a College environment</p> <p>To maintain an updated knowledge of Labour Market Information, how this informs local and national opportunities and monitor any trends or changes.</p>

To support curricular and tutorial activities and events across the College, both directly and through the preparation of materials and activities.

To liaise with relevant members of College staff including allocated programme areas, the Future Skills department, Careers Team and wider Student Services department.

To maintain standards for Investor in Careers and matrix accreditation.

To establish and maintain strong working relationships with key external stakeholders, including the People Hub, Cornwall Council Economic Intelligence Team and CSW Group.

To undertake relevant administrative tasks and maintain accurate records and statistics.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

Careers Skills Advisor

Ideally, the person appointed will have the following skills and experience:

- Proven knowledge and experience of accessing, interpreting and utilising Labour Market Information
- Strong oral and written communication skills, with the ability to create reports, action plans and training resources
- Experience of offering careers education, information advice and guidance and of creating LMI resources
- Knowledge of different educational pathways, including higher education, apprenticeships and traineeships
- Excellent organisational and administrative skills and experience
- Ability to plan, organise and work under pressure
- Excellent interpersonal skills in particular the ability to establish good relationships with students and staff
- Self-motivated and personable – capable of collaborating with programme areas and working independently
- Experience within technical, commercial or educational environments, with good analytical, diagnostic and problem-solving skills
- Exceptional attention to detail
- An awareness of issues of confidentiality
- ECDL or equivalent IT competency
- An enthusiastic and energetic approach to work challenges
- A recognised qualification in CEIAG, ideally at Level 6, or the willingness to work towards an appropriate qualification

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.