

SECTION A: THE ROLE	
Job Title:	Careers and Employability Adviser
Department/Service:	Careers and Employability Service within Student Support Services
Job Grade:	Grade 06
Job Family:	Student Services
Job Location:	Carlisle and Lancaster
Responsible To:	Careers and Employability Service Manager
Responsible For:	Student employees within the team
Role Purpose:	
The purpose of this role is to act as a key liaison between the Careers and Employability Service and academic faculties, supporting the embedding of employability within the curriculum and contributing to module and programme development. The postholder will combine this consultative work with the delivery of high-quality, in-depth careers education, advice, guidance and coaching, providing personalised support to students and recent graduates, using insights from this work to inform curriculum development. The role also includes the design and delivery of targeted projects and initiatives that support students to develop their employability, professional experience, and career readiness, and to achieve positive graduate outcomes.	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	Work collaboratively with academic colleagues to identify needs and take a data-informed approach to embedding employability within the curriculum. This includes consulting with academic staff on module and programme design and development, and co-creating a range of employability interventions such as workshops, assessments, projects and employer engagement activity, aligning with institutional skills frameworks and graduate attributes and informed by student outcomes, progression and career readiness data.
2.	Provide high-quality professional and personalised careers education, information advice, guidance and coaching for students and recent graduates, using data and insights to tailor support to individual and cohort needs.
3.	Design, lead and evaluate targeted, data-informed projects and initiatives that support the development of students' employability and contribute to positive graduate outcomes, with a particular focus on identifying and supporting those from underrepresented or at-risk groups.
4.	Work with the Careers and Employability Service Manager to review and enhance services, using data, feedback and evaluation to inform continuous improvement and ensure alignment with stakeholder needs and service priorities.

5.	Build and maintain effective working relationships with key stakeholders, including academic and professional services colleagues, employers, professional bodies and the Students' Union. Use data and labour market insights to inform collaboration and co-develop meaningful opportunities that enhance students' employability and contribute to positive graduate outcomes.
6.	Provide line management, coaching and supervision for student staff, and work collaboratively with Careers and Employability Coordinators to support effective service delivery.

Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 6 Services post. Role Title: Careers and Employability Adviser	Essential/ Desirable	To be identified by:
Qualifications Educated to degree level or equivalent. Recognised careers/IAG qualification (e.g. Qualification in Career Development (QCD) or Level 6 Diploma in Career Guidance and Development), or a willingness to work towards one. Associate Fellowship or Fellowship of Advance HE (e.g. AFHEA/FHEA), or willingness to work towards this Postgraduate Certificate in Education, Academic Practice or a related qualification, or willingness to work towards this	Essential Essential Desirable Desirable	Application Form Application Form Application Form Application Form
Experience Experience in a relevant role dealing with administrative processes and IT systems. Experience of delivering advice and guidance and/or supporting the personal and professional development of others. Experience of working in an educational setting, with an understanding of pedagogy, learning outcomes, and module design, and how these support the embedding of employability within the curriculum. Experience of working in higher education and awareness of wider University, HE issues and the graduate labour market.	Essential Essential Desirable Desirable	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
Knowledge, skills and abilities Excellent written communication skills to research, collate and edit material for inclusion in reports/other documents including careers and employability learning resources.	Essential Essential	Application Form/Interview Application Form/Interview

Ability to work in partnership with academic staff to inform and influence module and programme design, embedding employability within the curriculum.	Desirable	Application Form/Interview
Strong analytical and problem-solving skills, with the ability to interpret data and insights to inform decision-making and support a data-informed approach to service delivery.	Essential	Application Form/Interview
Ability to plan, prioritise and manage a varied workload, including projects and service improvements, using initiative and sound judgement with limited supervision.	Essential	Application Form/Interview
Confident in the use of IT systems and digital technologies, with the ability to adapt to new tools and platforms (e.g. Microsoft 365, careers management systems, and social media) to support effective, data-informed practice.	Essential	Application Form/Interview
Professional, collaborative approach to working with colleagues and stakeholders, with the ability to build effective partnerships and influence others.	Essential	Application Form/Interview
Understanding of the factors affecting student and graduate career development, including relevant theory and practice, and an up-to-date awareness of the graduate labour market.	Desirable	Application Form/Interview
Ability to use data and labour market intelligence to inform the design of employability interventions, and to provide evidence-based insight to students and academic colleagues.	Desirable	Application Form/Interview
Ability to deliver high-quality, in-depth one-to-one careers guidance and coaching to students and recent graduates.	Essential	Application Form/Interview
Confidence and ability to plan, design, and deliver engaging activities, including face-to-face and online workshops, presentations, and events.	Essential	Application Form/Interview
Ability to act as a key point of contact for careers and employability activity, providing guidance and expertise to academic and professional service colleagues.	Essential	Application Form/Interview
Experience of (or ability to develop skills in) supervising, coaching or supporting the work of others.	Desirable	Application Form/Interview

