# **PERSON SPECIFICATION:** Careers Adviser **POST REFERENCE:** 107617

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Good standard of education including GCSE English and Maths at Grade 4 or above or equivalent (F)  NVQ Level 4 or equivalent in Information, Advice and Guidance (F) | Level 6 in Career Guidance or equivalent (F) |
| * **Work or other relevant experience** | Practical experience of delivering CEIAG and assisting unemployed people to secure Education, Employment or Training (F) (I)  Experience of developing and co-ordinating employability and pre-employment programmes (F) (I)  Experience of promoting to and working with multi agencies including voluntary & community groups, training providers, public and private sector organisations (F) (I)  Experience of delivering training and career development workshops to groups (F) (I) |  |
| * **Skills, abilities, knowledge and competencies** | Evidence of the ability to plan and implement own workload, deliver outcomes for clients and meet deadlines. (F) (I)  An understanding of the barriers that face unemployed, local people in regards to employment and training (F) (I)  Ability to effectively engage employers to develop routeways and opportunities for the service (F) (I)  Knowledge of local and national labour market trends and policy in relation to Career Guidance (F) (I)  Ability to use a variety of tools including Social Media to assist unemployed people secure employment (F) (I) | tieodeo  Experience of carrying out health and safety risk assessments (F) (I) |
| * + **General competencies** | Ability to demonstrate good written and verbal communication skills to a wide range of audiences (F) (I)  Ability to work effectively both individually and as part of a team (F) (I)  Able to use information technology appropriately including Microsoft Office online databases & digital resources (F) (I)  Ability to travel independently (F) |  |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| General Data Protection Regulations (GDPR)  Safeguarding  Prevent  Equality & Diversity | Annually  Annually  Annually  Annually |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.