

PERSON SPECIFICATION
Careers and Employment Adviser
Vacancy Ref: N1499

Criteria	Essential/ Desirable	*Application Form/ Supporting Statements/ Interview
Educated to degree level or equivalent qualification or work experience in a relevant area.	Essential	Application Form
Knowledge of the HE environment and the graduate recruitment market within the UK.	Essential	Supporting Statements/ Interview
NVQ Level 4 (or equivalent) in Careers Advice and Guidance or Careers Information or a related subject or a willingness to obtain such a qualification.	Desirable	Application Form / Interview
Level 3 Certificate in Recruitment Practice and / or knowledge of graduate recruitment within the UK.	Desirable	Application Form / Interview
Experience in the delivery of high standards of customer service within an employer facing or service delivery environment	Essential	Supporting Statements/ Interview
Experience of developing effective internal and external networks to enhance service delivery and foster collaborative / cross functional working practices.	Desirable	Supporting Statements/ Interview
Knowledge of marketing and communication techniques, including social media and web based technologies.	Desirable	Supporting Statements/ Interview
Experience working in a student facing role within a post compulsory education environment.	Desirable	Application Form
Experience in the design and delivery of extra-curricular activities to enhance employability or skills development.	Desirable	Supporting Statements/ Interview
Experience in the use of electronic systems to support service delivery, operational efficiency and quality of service within an IAG context	Desirable	Application Form/ Interview
Experience of working within quality frameworks (for example Matrix, Investors in People, CSE, QAA etc.) and supporting continuous quality improvement.	Desirable	Application Form/ Interview

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- **Application Form** – assessed against the application form and curriculum vitae. Evidence will be “scored” as part of the shortlisting process.
- **Supporting Statement** – assessed against additional information provided by the candidate. Evidence will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.