### JOB DESCRIPTION

**Careers and Employment Adviser (Disability),**

**Careers Vacancy Ref: N2804**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Disability Careers and Employment Adviser (0.4)</th>
<th><strong>Present Grade:</strong> Grade 6S</th>
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<tr>
<td><strong>Department/College:</strong> Careers</td>
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<td><strong>Directly responsible to:</strong> Careers Widening Participation Manager</td>
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<td><strong>Supervisory responsibility for:</strong> NA</td>
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**Other contacts**

***Internal:*** Faculty and Academic Departmental staff – academic and administrative; College Managers and other College staff; Staff within Student Based Services; Lancaster University Students’ Union; Current students

***External:*** Employers and Recruiters, Professional Bodies, Other HEI Career Services, Prospective Students, Alumni and Graduates, third party suppliers of procured services (e.g. venues, design and print agencies, resource suppliers)

**Major Duties:**

The post holder will work closely with the existing Disability Careers and Employment Adviser to support students with a disability in their career planning, the development of tailored extracurricular employability programmes for students with a disability, and the development of accessible careers resources.

**The Adviser will:**

1. Promote and support career planning for students with a disability (including students with mental health conditions) as an integral part of the student experience through one-to-one advice appointments with students from all faculties and levels of study.
2. Create and deliver an online Careers programme for students with a disability which will support them in the transition from university to employment or further study.
3. Develop a series of online and in-person careers information and advice workshops to be delivered throughout the academic year.
4. Produce careers information for use in accessible formats including booklets, leaflets and web pages.
5. Analyse data related to career thinking, service usage / engagement and graduate outcomes in order to inform developments within the service.
6. Work closely with the Employer Engagement Team to explore and develop links and networking opportunities with employers and professional bodies to help students and graduates with a disability develop employability skills.
7. Support students with a disability looking for work experience including advocacy with employers and utilisation of the careers work experience bursaries.
8. Undertake collaborative projects to create products and services that enhance career management skills and assist students and graduates to gain professional employment.
9. Actively use the online student enquiry and case management system (TARGETconnect) to log, manage and track student enquiries.
10. Undertake ongoing professional development relevant to Careers and the specialist nature of the role.