



Edge Hill  
University

THE TIMES  
THE SUNDAY TIMES

GOOD  
UNIVERSITY  
GUIDE  
2022

MODERN  
UNIVERSITY  
OF THE YEAR



## Employment Adviser x 2

**Reference:** EHA2269-1122  
**Salary:** £25,642 - £27,929 per annum  
Grade 5, Points 19–22  
**Contract Type:** 1 x Permanent, 1 x Fixed Term for 12 months  
**Hours:** Full Time (36.25 hours per week)  
**Location:** Ormskirk  
**Accountable to:** Head of Careers and Graduate Employability  
**Reporting to:** Careers Administration Manager





## About the Role

Edge Hill is an inclusive institution, which positively targets and welcomes students from all backgrounds. A comprehensive range of Careers support services are available at Edge Hill, encompassing support in obtaining part time & summer employment, work experience & sandwich placement opportunities, a wide range of volunteering opportunities and dedicated Careers staff who help students to make the most of their time at Edge Hill - to develop and enhance employability skills and compete successfully for graduate employment opportunities and post-graduate study.

This role is important within our team to provide a positive first impression on students and graduates. You will provide initial information and advice on a wide range of careers and employability issues to current students and recent graduates at Edge Hill University. Alongside staffing our flagship Careers Corner in Catalyst, you will also be responsible for designing, delivering, and evaluating a range of innovative, engaging and exciting activities to enhance the skills of our students and recent graduates and help them to secure a positive graduate outcome. This includes delivering and evaluating our Extra Edge Award.

You will be an enthusiastic and experienced individual with a commitment to embedding and implementing activities and support to students and recent graduates from a wide range of backgrounds. The role is ideal for someone who has a genuine enthusiasm for working within careers in higher education. You will need a friendly and approachable nature, to be a proactive and creative problem solver, to have the ability to deliver a high standard of work within tight deadlines and a commitment to support our students and recent graduates to achieve the very best possible outcomes through a wide variety of interventions.



## Duties and Responsibilities

1. To be an active member of the Careers team at Edge Hill University, delivering high quality student focused careers information, advice and employability initiatives.
2. To staff the Careers Corner in Catalyst, providing a friendly and student focused service to users at all times.
3. To provide initial careers information and advice on a wide range of topics including but not limited to good practice in writing CVs and applications for part time work, volunteering opportunities, summer work, placements and internships; where to look for further study options and information on funding further study; career options and other relevant careers and employability topics.
4. To triage students and recent graduates to fully understand their requirements and signpost them to relevant materials online or events and activities to help answer their queries. To make bookings for support and refer bookings for careers guidance to the Careers Adviser team as appropriate.
5. Respond to queries for careers information and advice in person, via telephone and virtual meeting platforms (MS Teams) and via our Ask a Question service.
6. To positively contribute to Careers delivery by considering how our services can be enhanced and adapted to ensure the appropriateness of our offer to all students and recent graduates. To take responsibility within the team to ensure a measurably improved service for relevant areas of work.
7. To manage the delivery and evaluation of our Extra Edge Award. Running recruitment sessions to register students on to the Award, providing support to help students complete the Award, assessing and verifying the award to ensure the Award criteria has been met and helping students to use PebblePad, our ePortfolio system to record their evidence and activities. To enhance, implement and monitor the effectiveness of the award.
8. To define clear delivery and evaluation plans for relevant project work, identifying specific timescales and required resources in order to effectively deliver these activities.
9. To communicate clearly and effectively with colleagues in Careers, across the University and external to the University. To provide clarity to those involved in projects and collaborative activities, coordinate work, delegate and prioritise tasks, motivate and direct others as appropriate (e.g. student staff) and conduct evaluations of activities to ensure enhancement of our service delivery.





10. To effectively use and understand service data e.g. engagement with activities to help plan future activities. To formulate and maintain guidelines, procedures and policies to ensure best practice in Careers activities at the University.
11. The post holder will provide high quality one to one support, presentations, group work sessions and e-guidance to Edge Hill students and graduates to help them access employability opportunities and support successful student transition and progression into positive graduate outcomes.
12. Represent Careers as part of a wider cross departmental university group, contributing to the development of institutional strategy, aims and objectives, and to remove employability barriers and increase graduate employment outcomes and success.
13. Obtain and interpret data from student feedback gathered as part of our evaluation activities. Use this data to help recommend new activities or services and make recommendations with key objectives and key performance indicators.
14. To work closely with Student Services, Learning Services, Student Experience and the Student Recruitment teams to evaluate the relationship between pre-entry activities, induction, on course & progression activities, to assess their impact on student retention and success and to develop appropriate strategic and operational responses.
15. The postholder will be an effective team player – supporting colleagues within the wider Careers team and across the University to ensure student success.
16. Be an active member of the Careers team, with evidence of impact & measurable positive outcomes, and of making significant contributions to the positive progression and graduate outcomes of students requiring additional support.



**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers





**Edge Hill  
University**

## Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached. Previous candidates for this role need not apply.

Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
<b>Qualifications</b>				
1.	Degree with Honours or relevant work experience	*		A
<b>Experience and Knowledge</b>				
2.	Knowledge of, and commitment to developing highly effective Higher Education Careers provision		*	I/P
3.	Experience of working in Higher Education with students from a wide range of backgrounds and knowledge of issues and barriers relating to progression to highly skilled employment.		*	S/I/P
4.	Experience of creating and delivering innovative and effective marketing communications to targeted groups which increase student engagement and promote Careers.	*		S/I/T/P
5.	Experience of presenting & interpreting statistical data and using it to drive improvements.	*		I/T/P
<b>Abilities and Skills</b>				
6.	Evidence of successful creative & motivational skills in relation to working with students and engaging them in Careers type activities.	*		S/I/P
7.	Evidence of excellent communication & presentation skills at all levels with students, staff & employers.	*		S/I/P
8.	An ability to relate to students from a variety of backgrounds with empathy, sensitivity & inclusivity.	*		I/T/P





9.	Excellent IT skills, knowledge of relevant IT tools and packages and the ability to collate and interpret data & produce statistical reports in a range of formats and applications for a wide range of audience.	*		S/T/P
10.	Able to positively contribute to improving careers services and the student experience across all aspects of careers delivery as an excellent team member.	*		S/I
11.	Ability to work independently with little need for supervision & being able to prioritise work and meet deadlines.	*		S/I
12.	Understanding of and commitment to Equality and Diversity and the University's culture and values, & willingness to undertake staff training and development as required.	*		I







## How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

***Application > Shortlisting > Interview > Outcome***

For informal enquiries about this vacancy you may wish to contact: Kerry Moore, Careers Administration Manager at [kerry.moore@edgehill.ac.uk](mailto:kerry.moore@edgehill.ac.uk).

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*

