

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Careers Support and Guidance Advisor	JEID	
Salary Grade:	Grade		
Team:	Asylum and Leaving Care Team		
Service Area:	People Group		
Primary Location:	Myton Park, Warwick/		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	Careers Support and Guidance Officers and Apprentices		

Role Purpose

<ul style="list-style-type: none">• Support strategic vision for careers support and guidance for Care Leavers• Responsible for Education, Employment and Training in relation to all Warwickshire County Council care leavers.• Contribute to the learning of others; provide training; develop and lead in area of expertise• work collaboratively with internal and stakeholders to achieve successful outcomes

Role Responsibilities

<ul style="list-style-type: none">• Maintain records/information regarding Young People's engagement to provide a stronger evidence base to inform future delivery/provision, monitoring interest and to monitor the NEET (Not in Education, Employment and Training) levels.• Collate and analyse relevant data, monitoring trends and changes and providing solutions.

- Build, develop and maintain relationships with core networks and partners, in relation to Employment, Education and Training for Warwickshire and build a broad understanding of provision available.
- Support the Careers Support and Guidance Advisor(s) to develop appropriate future careers campaigns / apprenticeship campaigns and job fairs for Warwickshire Young People.
- Deliver presentations / attend workshops & events to promote and encourage business and education providers to engage with Warwickshire Leaving Care Team.
- Support the engagement and development of new careers-based projects within Warwickshire which would help meet identified need (current or future)
- To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities.
- To undertake such other duties, training and/or hours of work as may be reasonably required, which are consistent with the general level of responsibility of this job
- To deliver impartial and independent careers advice and guidance to Care Leavers aged 17 to 25.
- To work with Social Workers, Personal Advisors, the Virtual School careers team and other appropriate stakeholders to provide an effective careers service to Care Leavers.
- To support in reducing the proportion of Care Leavers who are NEET (Not in Education, Employment and Training).
- To track, and monitor and report on the Education and Employment destinations of Care Leavers aged 17 up to 25.
- To update the Education, Employment and Training Policies and procedures in line current needs, and additionally share / train the PA's to use.
- To attend Senior Leadership Team meetings to deliver NEET figures analysing data, explaining trends and suggestions for changes.
- To supervise the Careers and Guidance Advisor(s) and Apprentices.
- To continue to develop surgeries and adapt the service to ensure we can continue offering support in a safe way.
- Contributing to the learning of others through a robust delivery of guidance, support and training.
- Developing and maintaining strong partnerships with other services and agencies to deliver a holistic service to Care Leavers.
- Delivery of specialist interventions and programmes.
- To demonstrate accountability, within the prevailing legislative framework and council policies and procedures with supervision of the line manager.

- To have responsibility for safe and appropriate working practices, including home visiting or lone working.
- To take a lead role in promoting a continuous professional development to team cascading relevant training and knowledge, sharing best practice and offering specialist advice and support.
- Training staff within Asylum and Leaving Care Team.
- To maintain an up to date knowledge within the areas of specialism, including relevant policies and legislation and ensure that it is shared and promoted appropriately.
- To deputise for Team Manager as required.
- To undertake other duties that the County Council shall from time to time require

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Post Graduate Diploma in Careers Guidance or NVQ Level 6 in Careers Advice and Guidance	A, I, D
Substantial experience of delivering effective careers guidance and support to young people	A, I
Proven track record of continuous professional development in relevant disciplines	A, I, D
Up to date knowledge and awareness of education, employment opportunities, training and careers for young people	A, I
Significant experience of engaging and working with vulnerable Young People with challenging needs and / or behaviours	A, I
Substantial awareness, knowledge and understanding of Leaving Care and/or Asylum	A, I
Excellent communication skills both written, verbal and presentation, adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information	A, I
Negotiation, Influencing and Persuading, ability to present sound and well-reasoned arguments to convince others	A, I

The ability to independently interpret and analyse varied and complex information or situations and to produce solutions	A, I
Ability to use own initiative to respond independently to difficult problems and unexpected situations deciding on the best course of action	A, I
Ability to build, develop and maintain relationships with external stakeholders and partners	A, I
Experience of working within a team, on your own initiative and lone working	A, I
Ability to work under a high degree of pressure including meeting unpredictable deadlines; and dealing with conflicting demands and interruptions	A, I
Resilience, manages emotions in the face of pressure, setbacks or when dealing with provocative situations	A, I
Flexibility, able to work irregular and /or unsociable hours and undertake any other duties as required	A, I
Ability to train and supervise to work of others	A, I
Ability to handle confidential information with tact and discretion	A, I
Good IT skills, including MS Office, (Word, Excel, Powerpoint); email as well as client database systems; Word, Powerpoint and Email	A, I
Commitment to anti-discriminatory practice	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner with full access to vehicle. Disabled applicants should be able to perform the job with aid, where necessary	A, I, D
Satisfactory check through the Disclosure and Barring Service.	A, I, D

Assessed By:

Desirable Criteria

Trained in restorative practice or other strength based approaches	A, I, D
Project management skills	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore

not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	