

Employability Adviser



Reference: 0205-26

Grade: 07

Salary: £31,236 to £36,636 per annum, depending on experience

Contract Type: Permanent

Basis: Full-Time

Job description

Job Purpose:

This is an exciting opportunity to join a strategically important team at Aston University. You will contribute to the University's vision of delivering outstanding graduate outcomes and equipping business and communities with the skills of the future.

As a member of the Careers and Placements team, you will play a key role in facilitating work experience and employability opportunities for a defined (by the Head of Careers) caseload of students (primarily either undergraduates or postgraduates), supporting them with applications, interviews feeding into the full graduate recruitment process. You will either have a focus on supporting postgraduate students or undergraduates (primarily first and final years) guided by the Head of Careers, employability data and outreach plans.

With operational day-to-day supervision from a Careers Consultant, you will manage your own varied caseload while working collaboratively across teams to maximise the employability of strategically important student groups and enhance their overall career experience.

Main Duties/Responsibilities

Student Facing Delivery:

- ▶ Design and deliver student-focused employability activities within an omni-channel provision, including curriculum-embedded workshops, internship/work experience awareness sessions and skills development activities, working under the guidance of a Careers Consultant and/or Head of Careers to ensure alignment with programme needs and wider employability priorities.
- ▶ Provide one-to-one appointments to support students with applications, CVs, interviews and early career planning, using established guidance frameworks and resources.
- ▶ Support students to engage with part-time work, internships, placements and other work experience opportunities by explaining processes and signposting relevant support.
- ▶ Deliver one-to-one appointments and group workshops across all Schools, contributing to a centrally-co-ordinated programme to help students engage with and apply for a wide range of employability opportunities, particularly during peak periods.

Targeted Student Engagement:

- ▶ Support agreed student groups (for example first- and second-year undergraduates or postgraduates) through structured interventions designed by the Careers and Placements team.
- ▶ Participate in outreach activity for designated cohorts as directed.
- ▶ Work with colleagues to ensure students are aware of opportunities and understand how to access further specialist support.

Collaboration:

- ▶ Collaborate with colleagues across Careers and Placements including Careers Consultants, Placement Coordinators, and Employer Engagement colleagues to promote and support student transition into a range of high-quality opportunities, including internships, insight days, volunteering, and work shadowing.
- ▶ Act as a key contact for employability platforms, for specified caseload of the students (i.e. virtual internship providers if aligning to postgraduate student support). Support students to secure their opportunities. Liaising with the provider to resolve any concerns ensuring a positive experience for students and external stakeholders.

- ▶ Working with the departmental Data Lead to monitor employability data and trends within relevant student groups to inform the development, delivery and evaluation of interventions to improve student outcomes.
- ▶ Share student feedback and common themes with colleagues to inform service improvement.
- ▶ Refer students to appropriate internal teams where issues fall outside the remit of the role.

Professional Practice:

- ▶ Use established digital tools and emerging technologies, including AI, to enhance employability support and guide students on responsible and effective usage.
- ▶ Promote and deliver as part of (as directed by a Careers Consultant/Head of Careers) a calendar of employability events and marketing campaigns, ensuring alignment with Careers and Placements objectives.
- ▶ Working with the Student Engagement Team to propose, create and review marketing materials to support student career development across all Schools and with targeted cohorts.
- ▶ Escalation of issues involving key stakeholders to appropriate colleagues.
- ▶ Undertake additional duties as required by the Careers Consultants and Head of Careers, commensurate with the grade, to support the Careers and Placements service.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Educated to A level or equivalent, or experience in a similar level and type of role. 	Application form and interview
Experience	<ul style="list-style-type: none"> ▶ Experience of designing and delivering workshops or sessions both virtually and face to face using engaging formats and tools. ▶ Experience of providing information & advice to diverse groups of students taking into consideration their individual needs. ▶ Experience of using a range of web based communication channels effectively 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Comprehensive understanding of recruitment and selection processes for student and graduate opportunities. 	Application form and interview
	<ul style="list-style-type: none"> ▶ Workshop development, facilitation and presentation skills. 	Interview
	<ul style="list-style-type: none"> ▶ Ability to work under pressure to meet deadlines and achieve targets. 	Application form and interview
	<ul style="list-style-type: none"> ▶ Able to analyse problems and use judgment to propose creative solutions. 	Application form and interview
	<ul style="list-style-type: none"> ▶ A flexible and collaborative approach with the ability to manage unpredictability 	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> ▶ Demonstrable ability to work cooperatively with others to achieve a common goal. 	Application form and interview
	<ul style="list-style-type: none"> ▶ Able to convey information in an understandable and engaging manner; both verbally and in writing delivered in virtual and face to face environments. 	Application form and interview
	<ul style="list-style-type: none"> ▶ Develops strong relationships with a wide range of stakeholders. 	Interview
	<ul style="list-style-type: none"> ▶ Excellent IT Skills: MS Office suite 	Application form and interview
	<ul style="list-style-type: none"> ▶ Awareness of student diversity and expectations. 	Application form and interview
	<ul style="list-style-type: none"> ▶ Demonstrates an interest in keeping skills up to date. 	Application form and interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Educated to degree level or equivalent Further qualification relating to any aspect of the role 	Application form and interview
Experience	<ul style="list-style-type: none"> ▶ Experience of being part of a team within further/higher education or similar environment to deliver employability services ▶ Experience and knowledge of working with different student audiences (both postgraduate and undergraduate) and the challenges faced by these groups. 	Application form and interview

Desirable	Method of assessment
	Use of virtual learning environments (VLE). Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours									
Innovation	We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	Collaboration	We work best when we are collaborative, working together to contribute to the Aston community.	Ambition	We strive together for improvement and innovation looking ahead to see the bigger picture.	Inclusion	We treat everyone in our community equally and how they would like to be treated.	Integrity	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: James Goodwin
Job Title: Head of Careers
Email: j.goodwin2@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed as an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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