



LIVERPOOL HOPE
UNIVERSITY

175 YEARS OF ACADEMIC
EXCELLENCE

CAREERS ADVISER – 4ASDW2AB RECRUITMENT PACK

Closing date: Friday 26th November
2021 by 5.00 p.m.

Included in this pack

Role Outline
About the University
Job Specific Details
Job Description / Role Profile
Person Specification
Further information and Benefits of Working at Liverpool Hope University
Useful Links and How to Apply



PERSONNEL DEPARTMENT RECRUITMENT PACK

POST: Careers Adviser

STARTING DATE: ASAP

SALARY RANGE: £28,756 - £33,909 (Grade 6) per annum

TYPE OF CONTRACT: Permanent

REPORTS TO: Head of Student Development and Employability

THE UNIVERSITY

If you join us, you will be doing so at an exciting time in our development and join a team of over a thousand staff, committed to providing education to our thousands of students. Liverpool Hope University is a financially sound, vibrant academic community with excellent scholarly standards and high ambition. We are proud of our past, confident in our present and excited about our future.

Hope is a liberal arts inspired university with a unique ecumenical Christian foundation, which strives to provide a deep and well-rounded education of the whole person irrespective of faith, age, social class or ethnic origins or physical capacity. We are a real community with two beautiful garden campuses which has striven for and, we believe, achieved that balance between research and teaching. We have also successfully brought together the benefits of full University status (including RDAP) with the value of a college experience. At Hope a drive for academic excellence and a genuine concern to widen participation complement each other. Ours, we say with justification, is 'a University with a collegiate heart'.

THE POST:

Liverpool Hope University is seeking to appoint a Careers Adviser who will directly support the University's Employability Strategy. The role will provide careers advice, guidance and information to students, graduates and postgraduates, as well as supporting the promotion of employability and work experience in relation to volunteering opportunities, internships and job opportunities. A high priority of the role will be to work within the Schools of Science, Health Sciences, Mathematics, Computer Science and Engineering and Geography and Environmental Science within within the subjects' curriculum to ensure students are professionally prepared for the world of work and/or further study. The post holder will work in partnership with the Placement Team and respond proactively to changing needs within the Graduate Outcomes agenda.

Candidates should be able to demonstrate experience of working in a student support capacity in Higher Education, with an up to date knowledge of the Higher Education sector and a knowledge of the Merseyside and UK job markets. Experience of designing and delivering skill development-related workshops within subject areas would also be an advantage.

The post is permanent, subject to the normal probationary period of twelve months.

JOB DESCRIPTION/KEY DUTIES OF THE POST:

Job Title	Careers Adviser (Grade 6)	Code	
Subject/Service Area	Student Development & Well-being		
Reports to	Senior Careers Adviser		
Accountable To	Head of Student Development & Employability		

Purpose of Job

To work as a member of the Careers & Employability Team in the provision of high-quality careers education, information, advice and guidance to students, graduates and post graduates of Liverpool Hope University.

To support the promotion of employability and work experience, volunteering opportunities, internships and graduate job opportunities for Hope students and graduates.

Key Tasks / Responsibilities

- Provide Careers Guidance to students, graduates and postgraduates through one-to-one guidance consultations, Careers Express and E-Guidance.
- Deliver Professional Skills Development Programme within the Curriculum, working with students in Seminar Groups and Lectures
- Work as part of the Careers & Employability Team with students and staff to develop students' employability.
- Maintain a detailed knowledge of the graduate labour market, both in the UK and internationally.
- Liaise with the Placement Team for existing and potential graduate employers and promote the University and its graduates to them.
- Advise applicants on appropriate applications/CV's
- Conduct mock interviews & give feedback on interview techniques
- Share in the production of careers information for inclusion on leaflets, handbooks and web pages.
- Liaise with the Placement Officers regarding local, regional, national and international employer recruitment data & practice.
- Work in an integrated way with other support services within Student Development & Wellbeing.
- Share in the administration of Career Development office activities when called upon to do so.
- Support graduates into achieving positive Graduate Outcomes
- Attend Open Days / Applicant Days / Information Evenings when required.

Work Performed (relating to key tasks)

- To provide appropriate advice and guidance to students regarding career options and choices
- Embed skill development activity across all subjects, working closely with the Placement Officers to deliver a complete careers and employment programme within the curriculum
- Deliver significant growth in Graduate Outcomes, as measured by the number and range of graduate level destinations achieved by students / graduates
- Establish relationships with relevant academic colleagues in order to promote opportunities to engage with careers across the University

Materials, resources & equipment to be used
PC/Fax/Photocopier/Telephone
Qualifications / Experience Required
<p>Be educated to degree level or equivalent and have a Post Graduate Diploma in Careers Guidance.</p> <ol style="list-style-type: none"> 1. A Degree or equivalent 2. Post Graduate Diploma in Careers Guidance 3. An up-to-date knowledge of the Higher Education sector and Graduate Recruitment. 4. A commitment to the delivery of an innovative careers and employability programme within the academic curriculum. 5. An ability to communicate effectively with colleagues at all levels within the University. 6. A commitment to team work. 7. The ability to manage one's time effectively and work flexibly. 8. IT literacy including use of Word-Processing, Data Management, Spreadsheets, E-mail and the Internet. 9. An ability to deliver presentations to all levels of staff and students, graduates and employers.

Regular contacts (internal / external)
<p>Head of Student Development & Employability Senior Careers Adviser (Team Leader) Heads of Schools Careers & Employability Team Heads of Department & Subjects Student Development & Wellbeing Staff Graduate Employers – local, regional, national, international Merseyside SME's Hope Administrators and Management</p>
Staff Reporting to Post holder
None

NAME OF CONTACT FOR QUERIES:

Mrs Ginny Mair

Head of Student Development and Employability

mairv@hope.ac.uk

CONDITIONS OF SERVICE:

This post is based at the Hope Park Campus. However, you may be required to work in other areas of the University as and when required.

The posts are permanent subject to the normal probationary period of twelve months.

Salary scale for this post is £28,756 - £33,909 (grade 6) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. Factors which may be taken into consideration when deciding an appropriate starting salary include; previous relevant experience in relation to the role and person specification, consideration of the current salary of the successful candidate (where this can be confirmed by documentary evidence or a reference from the existing employer), consideration of Equal Pay legislation and external market factors. A higher salary should not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and supported by evidence. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 25 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

PERSON SPECIFICATION

Methods of assessment

Application form (A)

Interview (I)

Presentation (P)

	Essential(E)/ Desirable(D)	Method of assessment
Educational Requirements		
Educated to degree level (or equivalent)	E	A
Post Graduate Diploma in Careers Advice & Guidance (or close to completion)	E	A
Experience	Essential(E)/ Desirable(D)	Method of assessment
Experience of work in a student support capacity in Higher Education	D	A/I
Up to date knowledge of career guidance theories and practice	E	A/I
Experience of designing and delivering careers related presentations	E	A/I
Experience of delivering an integrated employability skills and careers programme within subject areas	E	A/I
Experience of forming effective working relationships within and across teams	D	A/I
Skills and Knowledge	Essential(E)/ Desirable(D)	Method of assessment
Working knowledge of the current job market	E	A/I
An up to date knowledge of the Higher Education sector	D	A/I
Effective use of IT Software in the delivery of presentations	D	A/I
Effective use of internet search engines	D	A/I
Ability to use Microsoft Office / Apple iMac applications	D	A/I

Awareness of customer care good practice	E	A/I
Understanding how diverse cultural and social backgrounds can impact on customer service provision	E	A/I
Ability to communicate clearly, both verbally and written, with a range of audiences	E	A/I
Ability to build effective working relationships and communication with all levels of staff and teams within the University and externally	E	A/I
Able to provide examples of successful team working experience	D	A/I
Able to use own initiative and work without direct supervision	E	A/I
Ability to handle confidential information, working within agreed guidelines and in accordance with data protection regulations	E	A/I
Any other requirements	Essential(E)/ Desirable(D)	Method of assessment
Approachable, patient and empathetic listener	D	A/I
Able to work outside of office hours if required to assist with events or attend meetings	E	A/I
Proven ability and skills to respond to clients with balanced and sensitive judgement and an inclusive approach	E	A/I
Flexible, well organised and adaptable approach to work	D	A/I
Attention to detail	D	A/I
Pro-active approach to tasks, with the ability to identify solutions to issues and problems	E	A/I
Proven ability to work under pressure and to deadlines and to prioritise and manage personal workloads	E	A/I
Willingness to undertake training and development if appropriate	D	A/I

Commitment to providing a high quality careers and employment service underpinned by the Mission and values of the University	E	A/I
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FURTHER INFORMATION

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties.

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements
- Help with childcare costs

Training and Development

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

Health and Well-being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning.

Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

Useful Links

www.hope.ac.uk/lifeathope/welcome

[Celebrating National Recognition](#)

[Student Careers and Employability](#)

www.hope.ac.uk/personnel

www.hope.ac.uk/jobs

www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff

www.hope.ac.uk/media/liverpoolhope/contentassets/media,42616,en.pdf

How to Apply

You can download the application form by the links below, or request a hard copy by emailing jobs@hope.ac.uk. You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

<https://www.hope.ac.uk/aboutus/jobopportunities/howtoapply/>

