

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Careers Hub Officer
<b>MANAGED BY:</b>	Senior Careers Hub Officer (Education)
<b>GRADE:</b>	8

**THE ROLE**

Reporting into the Senior Careers Hub Coordinator (Education), the Careers Hub Officer will specialise in working with education and employers to deliver quality careers provision for all young people.

They will:

- Support the engagement of schools, colleges & employers across the area to participate in the Careers Hub and Enterprise Adviser Network; helping them to improve their careers and enterprise activities in line with the Gatsby Benchmarks and increase their engagement with the world of work.
- Work with employers to help schools to develop & embed an effective careers and enterprise plan including identification of gaps & the development of solutions.
- To support schools/colleges in developing & embedding careers programmes and monitoring progress against the Gatsby Benchmarks and other evaluation tools.
- To work across partners promoting & facilitating opportunities for joined up working, ensuring the best use of local resources contributing to the CEIAG agenda.

**KEY RESPONSIBILITIES**

- Contribute to the development and delivery of the Careers Hub Strategic Plan, Mayoral Priorities and Employment and Skills Plan.
- Delivery of operational activities that engage and support a case load of schools/colleges, employers and Enterprise Advisers (EA) in order to improve the quality of careers education, information, advice and guidance being delivered to students.
- Completion of required data management and reporting relating to individual objectives and tasks to enable effective governance of the Careers Hub.

- Tasks and activities that work towards achieving key individual and team deliverables, KPI's and targets, contributing towards delivery of the Careers Hub Strategic plan and Employment and Skills plan.
- Submission of timely monitoring and impact tracking returns and identification of key risks and mitigations to delivery of individual Key Performance Indicators, objectives and targets.
- Supporting the creation and development of activity where gaps or need have been identified through data analysis or other evaluation.
- Work closely with the Hub Leads and Senior Careers Hub Officers to deliver new, additional or evolve current activity to address gaps and remove barriers to service delivery.
- Ensuring that accurate and quality assured data is collected, shared and used effectively by schools, colleges, employers and other relevant stakeholders (specifically Compass +, Future Skills Questionnaire and Employer Standards)
- Individual actions and behaviours that support a high-performing team work culture and the implementation of the team charter, Combined Authority values and behaviours.
- Supporting project and account management of external funded projects ensuring delivery partners are supported by the Careers Hub to deliver funded project objectives.
- Attending The Careers & Enterprise Company EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and EAN/Careers Hub developments.
- Engage with and deliver strategies to influence school SLT, Governors and staff to improve the quality of Careers provision in schools and colleges and deliver against Careers Hub objectives and KPI's.
- Supporting employers to engage effectively with schools and colleges to drive impact for both employers and young people - using tools such as the Employer
- Standards and Equalex Outcome Framework for Experiences of the Workplace to improve the quality of outreach.
- Support the delivery of impactful engagement with external stakeholders including careers providers to ensure opportunities for collaboration are maximised.
- Support working collaboratively across internal Combined Authority teams to identify opportunities to better engage with stakeholders to achieve mutual benefit and impact.
- Support the delivery of the comms and marketing plan to raise the profile of the project and engage with key local stakeholders.
- Creation and delivery of training and Continuous Professional Development activity for stakeholders that will deliver outcomes that support our Careers Hub strategy.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- An extensive understanding of school culture and the challenges faced by schools and colleges in delivering careers and enterprise, and the current careers education and corporate social responsibility landscapes.
- Demonstrates an understanding of local skills and economic priorities and policy. Shows a strong understanding of the careers landscape and wider economic, political and social drivers of business for engaging with and supporting schools, colleges and young people.
- Knowledge of the benefits to employers in relation to engaging in delivery of careers activity in schools and colleges with relation to recruitment of future diverse talent, delivery of social value and addressing sectoral skills gaps.
- Significant knowledge and understanding of careers, education, information, advice and guidance and the eight Gatsby Benchmarks
- An extensive understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people.
- Specialist knowledge of Apprenticeship and Technical Education (ATE) provision and pathways and the specific barriers and challenges to delivery of an effective ATE system in the region.
- Knowledge of the wider provision and support available to employers and schools to deliver careers activity in the region.
- In depth Knowledge of the benefits to employers in relation to engaging in delivery of careers activity in schools and colleges with relation to recruitment of future diverse talent, delivery of social value and addressing sectoral skills gaps.
- Knowledge of project management tools and associated evaluation and monitoring processes and methodologies.

#### Experience

- Demonstrable extensive experience of managing people and driving performance to achieve ambitious targets.
- Experience of performance management, objective setting, aligned to organisation goals and proactively addressing under performance and coaching for improvement.
- Proven experience of successfully leading and managing complex and challenging initiatives to their conclusion
- Significant experience of influencing and building relationships with senior stakeholders from education, the careers sector and employers.
- Experience of successfully engaging and recruiting employers to deliver quality careers activities in schools and colleges.
- A track record for working collaboratively with and influencing a variety of stakeholders to achieve a common goal or purpose.

- Project management experience with a track record of delivering programmes or projects with multiple stakeholders on time and to budget.
- Experience of developing and delivering strategic plans (including co-design with stakeholders) to deliver new or evolve existing delivery and impact.
- Experience of contract management and grant funding and fiscal and risk management associated with these.
- Significant Experience of tracking performance across teams and providing regular progress reports to a variety of audiences in a variety of formats.
- Extensive Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders and using project management tools to deliver impact.

#### Skills and Competencies

- Strong people management skills able to set clear objectives, build accountability and inspire and lead a team to achieve results.
- Strong project management skills with ability to manage high profile projects to time and budget
- Proactively able to address problems and work collaboratively to develop effective solutions to achieve results
- Excellent Communication and interpersonal skills, with the ability to engage and persuade a variety of audiences and encourage other to use new ways of working
- Motivational and able to influence others to drive performance
- Strong relationship management skills able to engage, influence and drive collaboration with a variety of stakeholders to achieve results.
- Articulate and confident public speaker and effective communicator.
- Proficient contract manager, fiscally competent and able to manage and mitigate risk.
- Highly organised, well developed time management skills with effective priority setting.
- Able to work under pressure, is resilient and remains calm and focussed. Competent at systems and process design and implementation to achieve consistency of practice.
- Extensive data analysis skills and able to use data and evidence to influence and drive new ways of working, drive change and manage performance.
- Competent user of mainstream IT software, web-based technology, and social media.

#### DESIRABLE

##### Qualifications and Knowledge

- Knowledge of the West of England Combined Authority priorities and devolution agenda.
- Experience of SEND and mental health issues and experience of working with Special Schools, Area Resource Bases, Alternative Provision settings in this context.

##### Experience

- Evidence of working with quality assurance programmes

