

## **POST DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	<b>STUDENT ADVISOR</b>
<b>SALARY:</b>	£26,069 £28,858 p/a
<b>HOURS OF DUTY</b>	14 hours per week
<b>WORKING PATTERN</b>	Monday and Tuesday 08:45-16:45
<b>LOCATION:</b>	City Campus
<b>REPORTING TO:</b>	Student Advice and Guidance Manager

### **KEY RESPONSIBILITIES**

1. To develop and deliver a comprehensive range of information, advice and guidance services to support student recruitment, retention and achievement.
2. To advise students and prospective students on course choice related to their chosen career.
3. To help students understand the financial implications of studying full and part time.
4. To support students with personal problems.
5. To develop services which help students get a job, keep a job, get a better job and develop a good career.

### **KEY ROLES**

1. To develop strategies to promote the participation, retention and success of students
2. To support Induction activities
3. To facilitate access to careers information, job search, progression to further study and the UCAS application procedure.
4. To organise and deliver class talks, drop-in workshops and information sessions on UCAS, SAAS, Bursary and any other areas where students require practical support and guidance.
5. To liaise with Marketing, Admissions and other Student Services functions to promote the college and recruit students.
6. To advise and help students with finding suitable part time employment and work experience.
7. To develop students job seeking skills.
8. To support students with personal and health related problems.
9. To assess student need in respect of Hardship Funds.
10. To assist in evaluating the impact of the College's Hardship Funds including developing statistical material and contributing towards the development of the Student Advice and support Service Annual Report.

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- 11. To develop and maintain a network of professional and specialist referral services.
- 12. To assist in dealing with student complaints and to provide support to students during appeals and complaints processes.
- 13. To liaise with academic staff on the delivery of careers education and guidance.
- 14. To ensure the application of arrangements that safeguards the needs of vulnerable users within service area and across college.

**GENERAL**

- 1. Implement College policies, particularly those relating to equality and diversity
- 2. To implement Health and Safety and security measures in accordance with statutory and College requirements
- 3. Be a role model supporting College values and corporate management
- 4. Actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them
- 5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed

**Every Post Description will be subject to review;**

- 1. **Within six months of appointment**
- 2. **Thereafter, on an annual basis**
- 3. **As a result of agreed staff development / personal development needs**
- 4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

<b>MANAGER SIGNATURE</b>	
<b>DATE COMPILED</b>	
<b>EXECUTIVE AUTHORISATION</b>	

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### PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
Student Advisor	STUDENT SERVICES

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
<b>Qualifications and Training</b>	Relevant Degree / Diploma or equivalent level qualification or demonstrable experience.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
		Evidence of continuous professional development.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Relevant professional or postgraduate qualification.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
<b>Occupational Experience</b>		Relevant experience of a Student Services function in an Education environment.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Experience in providing guidance and support to young people/adults		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
		Awareness of current Equalities and safeguarding legislation and inclusiveness in practice.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
		Knowledge of the FE/HE sector.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>

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FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
<b>Personal qualities and competencies</b>	Ability to develop positive working relationships with individuals at all levels (internal and external).		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
		Well-developed communication, liaison and networking skills.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
		Excellent ICT skills.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Strong written and verbal communication skills, with the ability to present complex information clearly and effectively.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
		Ability to manage conflicting priorities and meet deadlines to the satisfaction of all parties	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>

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