

Job Profile Information: Careers & Connexions Lead Personal Adviser

This supplementary information for *Careers & Connexions Lead Personal Adviser* is for guidance JNC SCP 25 -28

Camden Way Category 4

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The purpose of the role is to manage, lead, support and develop a team of Connexions and Careers advisers, taking responsibility for performance and recording of casework to ensure the effective delivery of services to young people

Also to deliver Careers Information, Advice and Guidance within The Camden traded service which may include main stream Schools, special schools, support and health services or within the Community.

Example outcomes or objectives that this role will deliver:

- To manage a team of Careers and Connexions Advisers within the community or schools team.
- To manage partnerships and liaise with schools, statutory services and community partners to ensure strong and effective partnership working
- To oversee the recording of service Management Information requirements (i.e September Guarantee, Activity Survey and participation data)
- To use a variety of creative and innovative approaches to engage and enable young people's access education and training
- To maintain clear, precise and appropriate records on client information systems, in accordance with local standards and by maintaining confidentiality and data protection guidelines.
- Utilise effective planning, monitoring and evaluation techniques to assess the quality of the work being delivered, against quality assurance and local and national inspection frameworks, taking action when required to address work that falls below a satisfactory standard.
- Ensure that a range of informal education opportunities are offered to young people including advice and guidance, one to one work and group work and support young people to access a range of support services when needed.
- Contribute to the development of team/ project/service plans and procedures for the service to ensure these reflect the needs of young people.

- The post holders will also be expected to promote the Camden traded services across Camden and neighbouring central London boroughs as well as support application and bidding for relevant funding streams

People Management Responsibilities:

This is a dual management and operational role (3 days management and 2 days operational). You will manage a small team of Careers and Connexion advisers working within the community and/or within Schools. You will quality assure the interventions, casework recording and casework management of this team while ensuring their professional development is supported.

Relationships;

- The post holder will be responsible for liaising with senior managers and head teachers to ensure a co designed mutually agreed service is delivered within host agencies.
- The post holder will be required to liaise with various teams and services across the Supporting People directorate and with external agencies on regular basis.

Work Environment:

The post holder will be expected to work flexibly, from office based tasks to being part of the team covering the Careers and Connexions drop in service to delivering Careers Guidance within a school setting

Technical Knowledge and Experience:

Essential:

- Professional Qualification in any of the following:
- Level 6/7 Qualification In Careers Guidance (Requirement to deliver careers guidance in Schools/College)

Desirable:

- Management qualification
- Educated to degree level

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

Chart Structure

