

Job Profile Information: *Careers and Connexions Adviser*

This supplementary information for *Careers and Connexions Adviser* is for guidance for JNC Pay Scale 20 – 23

Camden Way Category 3

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 deliver high quality Careers Information, Advice and Guidance in a variety of settings.
- The post holder will be working principally within a school as part of the Careers and Connexions traded service

Example outcomes or objectives that this role will deliver:

- To deliver high quality Careers Information, Advice and Guidance to young people
- To work in partnership with schools/education providers and a range of organisations in the interests of young people
- To engage with young people to support their personal and social development through careers support and guidance.
- To use a variety of creative and innovative approaches to engage and enable young people's access to education & training
- To maintain your knowledge and awareness of career pathways and labour market intelligence
- 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 support the careers planning of young people

People Management Responsibilities:

N/A

Relationships;

- The post holder will be responsible for liaising with managers and colleagues both within the Careers and Connexions service and within their host agency to ensure a co designed mutually agreed service is delivered within host agencies.
- The post holder may be required to liaise with various teams and services across the Supporting People directorate and with external agencies on regular basis. The post holder must be prepared to advocate and liaise with employment and education providers on behalf of young people
- This is an operational role with the majority of time spent working directly with young people (aged 13-19, up to 25 for young people with disabilities) within schools, colleges, youth hubs, as well as within statutory services such as Youth Offending Service and the Leaving Care Team as directed by the Service Manager.

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:

- Level 6/7 Careers Qualification (Requirement to deliver careers guidance in Schools/College)
- Good understanding of young people's development, the purpose and methods of social and informal education including CEIAG, Substance misuse, Youth offending etc.
- Good Understanding of current labour market information nationally, pan London and locally
- Strong understanding of the education system, curriculum, key stages, and structures for learner and learning support
- Good understanding of the factors that limit educational and personal achievement for young people.
- An understanding of current trends and policies influencing young people's services and integrated working within a multi-agency framework.
- Knowledge of safeguarding and child protection policies and procedures
- Understanding of the Council's Equal Opportunities Policy and legal requirements for anti-discriminatory practice within all practice.

- Good awareness of community organisations and statutory institutions that can provide support to young people and their families.
- Proven ability in engaging with young people, setting and maintaining clear boundaries, building relationships and positively influencing change.
- The ability to facilitate the personal and social development of young people through advice, support, motivation, leadership and advocacy and through programme of activities
- Excellent communication, negotiation and influencing skills and ability to develop successful partnerships with agencies, developing and delivering joint work to a high quality standard.
- Proven skill in establishing positive and effective working relationships with young people, developing and maintaining appropriate boundaries in the work place.
- Ability to analyse information from a range of sources to identify the needs of young people
- Ability to take responsibility for planning own work, consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities'
- IT literate and experienced in use of computer software.
- Commitment to ensuring that council procedures and policies, including legal and good practice duties, valuing diversity etc are followed and implemented at all times.

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

