

### Job Description

<b>Job title:</b>	<b>Applications Adviser</b>
<b>Department/School:</b>	<b>Careers Service</b>
<b>Grade:</b>	<b>Grade 5</b>
<b>Location:</b>	<b>University of Bath premises</b>

#### Job purpose

To support students and recent graduates of the University of Bath by providing appropriate, relevant and up-to-date information and feedback on job, internship and further study applications (CVs, application forms, covering letters and personal statements).

#### Source and nature of management provided

*tbc*

#### Staff management responsibility

*None*

#### Special conditions

*Some evening working (up to 7 pm) may be required up to one evening a week. The post holder may also be required to contribute to occasional events taking place on Saturdays, for which TOIL will be given.*

#### Main duties and responsibilities

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| <b>1</b> | Provide oral or written feedback to students and recent graduates on their job or further study applications, including CVs, cover letters and application forms, making effective decisions as to when to refer to colleagues for more in-depth support. |
| <b>2</b> | Provide feedback on online profiles such as LinkedIn, and any other communications from students to potential employers.  |
| <b>3</b> | Deliver presentations (in person or via webinars) to groups of students on job  |

	applications (CVs, application forms and covering letters) from an outline brief.
<b>4</b>	Support the Information Team to provide occasional cover to the enquiries desk, dealing with a wide range of enquiries from students, graduates, staff, employers and the general public in person, by telephone and email. Use advanced interpersonal and enquiry skills to meet clients' careers information needs and encourage them in their career planning.
<b>5</b>	Research and write topical articles to contribute to the Careers Service blog and social media activities, in particular on the job application process.
<b>6</b>	Use and understand IT systems used by the Careers Service to record client attendance at appointments and advertise activities.
<b>7</b>	Signpost students to appropriate further resources which may support their job-hunting and progress through candidate selection activities.
<b>8</b>	Support internal and external events as requested, in particular the Careers Fairs, and Careers Service promotional events.
<b>9</b>	Represent the Careers Service at employer events as appropriate.
<b>10</b>	Update online and physical Careers resources relevant to the special activities defined in this post.
<b>11</b>	Keep abreast of trends and common themes regarding job applications, and identify appropriate ways to share and address these.
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance.</p>	

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Degree or equivalent level qualification	√	
Relevant qualification in careers, HR or coaching		√
<b>Experience/Knowledge</b>		
Experience in a relevant role, e.g. graduate recruitment, careers advice, careers coaching.	√	
Awareness of careers and employability trends in higher education.	√	
Knowledge of application processes for sectors of work or areas of further study likely to be of interest to University of Bath students and graduates.		√
<b>Skills</b>		
Excellent written and verbal communication skills	√	
Ability to deal with a variety of people and situations, and respond appropriately	√	
Proficient IT skills (e.g. Google Mail; Microsoft Word; Excel; PowerPoint)	√	
<b>Attributes</b>		
Adaptable and flexible approach to work, with the ability to deal effectively with last minute changes	√	
Sensitive to the needs of a wide range of clients, including those from diverse student groups	√	