

Careers Guidance Team Leader

Department:	Children, Young People, Education and Skills (CYPES)	
Section:	Young People, Further Education, Higher Education and Skills	
Reports to:	Skills Jersey Operations Manager	
JE Ref:	CYP1150	
Grade:	CS11	JE Date: 08/08/2023

Job purpose

To provide an effective link between schools and colleges on-island to ensure students have access to careers information, advice and guidance. Lead a team to provide all age Careers information, advice and guidance through 1:1 careers appointments and group work. To ensure that careers education programs within schools, colleges, prisons and similar organisations are accessible to all and promoted within the community.

Job specific outcomes

1. Lead and manage a team, including recruitment and selection, providing support and guidance with operational, safeguarding and performance issues, ensuring there is capacity and capability within the team for allocation of work and day to day activities, ensuring appropriate deployment of resources enabling the smooth delivery of services/tasks with adherence to the relevant GoJ policies.
2. Provide expert supervision for a post-grad qualified team providing impartial careers guidance through one-to-one interviews and group work with clients of all ages including:
3. Deliver Careers Guidance one-to-one interviews to maintain the relevant qualification.
4. Manage resources to ensure adequate support for careers education is given in schools. This includes leading and supporting teachers in planning careers lessons.
5. Coordinate and organise support and Continuous Professional Development (CPD) for Heads of Careers from all schools and colleges, liaising with Skills Development Leads to involve up to date labour market information and current and future skills needs in the CPD.
6. Organise Careers guidance being delivered at outreach locations across the island including community settings and the prison.

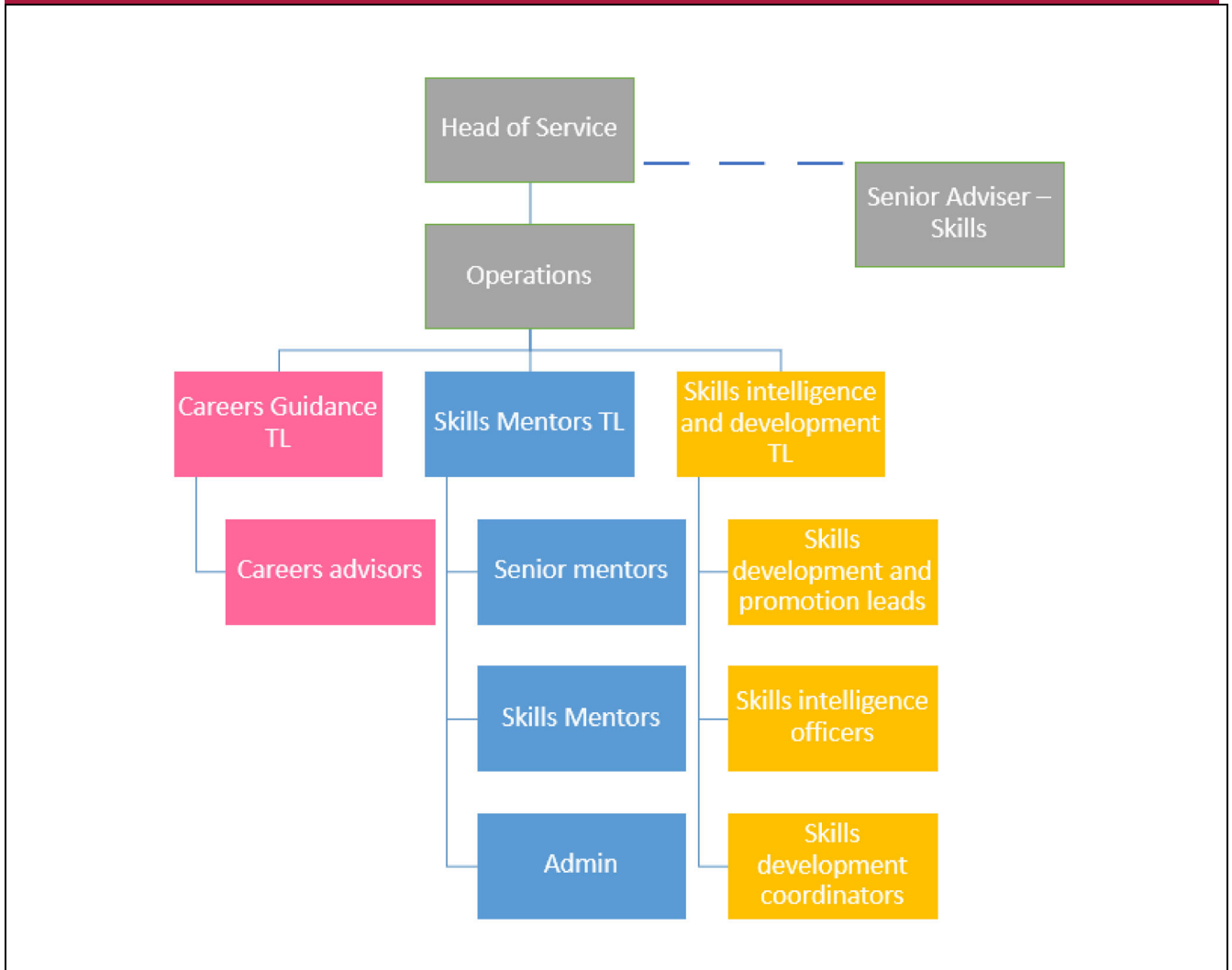
7. Keep abreast of careers education and employment related issues and developments to ensure the quality and accuracy of the information and guidance provided e.g., through attending relevant conferences, courses etc.
8. Deliver training sessions to groups of Carers Advisers to increase awareness, knowledge and experience of guidance techniques to increase performance outcomes.
9. Manage and improve customer experience and act upon their feedback to improve the service.
10. Implement effective performance management systems, to monitor and assess the value of the service.

Statutory responsibilities
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time. <Delete the following statement if not applicable> This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.
Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)
<ul style="list-style-type: none"> • List the primary service areas that are accountable to the role • XX • XX
Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Professional Advice and Guidance qualification e.g. QCG (Post Graduate Level 7 qualification), Level 6 Advice and Guidance (Degree level qualification) or equivalent qualification	A relevant professional qualification in management (Chartered Manager or MMP)
Knowledge	<p>A proven track record within a relevant area of work which includes; one to one interviewing, delivering advice and guidance, presenting in large and small groups, delivering workshops.</p> <p>Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.</p> <p>Working knowledge in any of the following areas</p> <ul style="list-style-type: none"> • Health and safety • Employment law • Risk management • Data protection <p>Knowledge of people management activities, strong understanding of</p>	Knowledge of employment law and disclosing criminal convictions

	<p>how to communicate effectively with colleagues in a diverse environment.</p>	
Technical / Work-based Skills	<p>Driving license</p> <p>Strong communication skills required, to promote collaborative working within the teams.</p> <p>Strong leadership skills with the ability to motivate employees through change, whilst supporting the Operation Manager in delivering departmental and organisational objectives.</p> <p>Excellent time management skills.</p>	
General Skills/Attributes	<p>Excellent written and verbal communication</p>	
Experience	<p>Experienced in line managing or supervising employees with the ability to motivate direct reports.</p> <p>Experienced in managing workloads and priorities</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.