

Appointment of Temporary Careers Assistant (2578)

Ballymena Guide for Applicants



Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: www.nrc.ac.uk

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', written in a cursive style.

Terri Scott
Principal and Chief Executive

1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2017-18 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: www.nrc.ac.uk

2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

Vision

“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”

Mission

“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”

Values

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|------------------------|--|
| Student Focused | Putting the student first in all we do. |
| Innovation | Challenging ourselves to be innovative and drive continuous improvement. |
| Collaboration | Engaging proactively with internal and external partners to achieve joint goals. |
| Inclusiveness | Promoting equality, diversity, transparency and opportunity. |
| Sustainability | Focusing on the long-term future of our College. |
| Development | Committing to ongoing development of our staff. |

3. Job Description

Role: Careers Assistant
Reporting to: Head of Student Services
Location: Ballymena

Main Duties and Responsibilities

- To act as a member of the Student Services team
- To promote the vision, mission and core values of the College
- To develop collaboration and co-operation within the Student Services Department, with teaching staff and students across the College and in all dealings with College stakeholders (internal and external)
- To assist the Head of Student Services in the promotion and achievement of high quality student education support and guidance services
- To assist the Head of Student Services to develop, implement and regularly review the appropriate policies and procedures relating to student education support and guidance services
- To promote effective communication within the Department and with all stakeholders (internal and external), and to implement the College Strategic Priorities, and reflect the NI Executive Programme of Government.
- To act as a representative of the Head of Student Services as required

Key Contacts

Internal: Head of Student Experience, Head of Student Services, Heads of Departments, lecturing staff and students

External: Student support bodies, educational partners, other regional colleges, external statutory and voluntary support agencies.

Key Areas Operational

To assist the Head of Student Services in ensuring that the provision for student support reflects the priorities set by Government policy and the strategic direction and mission of the College

To contribute to a systematic process of review, evaluation and planning of the Student Services provision

To ensure that students have a student support entitlement that is effective and efficient and is consistent across the College

To contribute to the Student Services Self Evaluation Review and to the College Strategic Improvement Plan

To contribute to the standardisation of student support and guidance procedures across campuses which will assist curriculum managers in maximising student retention, satisfaction and achievement;

To assist in monitoring the quality of student support on Campus and to contribute to improvement strategies across the College;

To agree performance criteria and achieve agreed targets for all areas of the careers advisory service;

To assist the Head of Student Services in developing a quality provision for careers advice and guidance;

To assist in monitoring and reviewing careers guidance provision across the College to ensure equitable and effective service;

To undertake as appropriate, advertising and marketing the guidance service to students, staff and management.

To assist Marketing in the promotion of Northern Regional College programmes

To contribute to developing policies, procedures and operational management of student careers guidance in adherence with best practice models

To deliver specialist training for staff in regard to using the UCAS Apply on-line application system for Higher Education applicants

To ensure that all data relating to Careers Guidance is collated as required

To contribute to an ethos of high quality customer care

To participate within the Student Services Department as a Safeguarding Campus Champion

As a member of the careers advisory team, ensure that an appropriate level of service is available and accessible across all campuses, and is maintained throughout the calendar year

To act as careers advisor, on behalf of the College, working as part of a team in the Student Services Department

To act as an advocate for students within the Northern Regional College, other Colleges, Training Providers or employers

To assist students seeking advice with regard to courses or career choices

To participate, as required, in staff development training and performance reviews within the Unit

To undertake duties, as appropriate, in support of the wider Student Services Department.

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.

4. Person Specification

Applicants must meet the following eligibility criteria and desirable criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

Eligibility Criteria

- Applicants must have an NVQ level 4 qualification in advice & guidance

OR

- Applicants must have at two years' experience within the last 5 years in Careers Education Information and Guidance (CEIAG) to include all of the following:
 - Negotiation on behalf of CEIAG clients
 - Support to clients in the use of the CEIAG service
 - Advice to clients in relation to CEIAG
 - Provide and maintain CEIAG materials for use by clients
 - Undertake research for CEIAG clients
 - Assist CEIAG clients to decide on a course of action
 - Promotion of CEIAG service within an organisation

Essential Criteria

- Proven record of contributing to the development and implementation of student support strategies, policies and procedures.
- Proven experience in the effective management of resources to deliver a high quality provision of student support.
- Proven track record of working as part of a multi-disciplinary team
- Proven ability to analyse information and data, use IT and to communicate outcomes effectively;
- Proven ability to build and maintain effective relationships with a range of stakeholders
- Proven ability to meet deadlines and achieve agreed targets

5. Terms of Appointment

- This is a temporary post until June 2019.
- The salary scale for this post is £18,070 – £22,658.
- The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

6. Recruitment and Selection Process

How to apply

To apply, please email completed application forms to jobs@nrc.ac.uk

The closing date for applications is **22 May 2018** at 1.00pm. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - **CVs will not be accepted.**

Applicants with a disability who require assistance will be facilitated upon request.

Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

Equal Opportunities Monitoring

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

Application Form

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

Shortlist

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make assumptions or take into consideration information known to them personally about any applicant.

Selection and Interview

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during June 2018.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

Notification of Successful Applicants

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

Offer of Employment: Appointment Verification

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at www.nrc.ac.uk

Further information on Enhanced Disclosure Certificates may be found at: <http://www.nidirect.gov.uk>

Keeping of Records

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

Equality and Diversity

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

Further Information

Should you have any further queries about this selection process, please contact Jackie Taylor on 02825 664257.