

Job description

Job title: Outplacement Career Advisor

Grade: 9

Job evaluation reference:

Job family: Human Resources

Purpose and impact

To facilitate and deliver an outplacement support package to include career coaching, practical guidance and sign-posting to available internal and external support tools, for employees at all levels of the organisation.

Key responsibilities

- Proactively coach employees to recognise their skills, knowledge and experience, and to identify their needs, signposting to appropriate aspects of the outplacement support package, whether utilising the internal options available or facilitating external support.
- Enable employees to prepare material for job searches and for application purposes, providing constructive feedback.
- Provide one to one support to employees, tailoring guidance and support to individual requirements in order to enable individuals to develop a career and job searching action plan.
- To use knowledge of the recruitment and selection process to prepare employees to market their skills efficiently and to consider personal branding.
- Facilitating to groups to promote the tools and services available.
- To continuously review guidance and resources currently on offer in order to identify improvements and gaps.
- To maintain and promote the information provided to employees through the intranet and other available communications channels.
- To collate feedback, measure success and report on findings in order to demonstrate the effectiveness of the service.
- To provide proactive contact and to follow-up on guidance.
- Manage internal and external supplier relationships.
- To travel between sites within Dorset to deliver guidance to employees across the service.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Experience	
1.	You will have experience of career coaching or experience of supporting and guiding individuals through career transition
2.	To have communicated to employees at all levels, both written and verbally and through digital tools
3.	Building positive working relationships quickly and effectively
4.	Use of digital tools in the delivery of support and management of work
5.	Analysing feedback, measure success, identify areas for change and report on results
6.	Experience of facilitation and confident in using appropriate tools and techniques to support successful outcomes
Skills, abilities & knowledge	
7.	Ability to prepare and present information effectively
8.	Knowledge of local government or an understanding of public sector procedures
9.	Self-motivated and able to manage own time and workload with competing priorities
10.	Ability and awareness to adapt approach based on individual requirements
11.	Ability to adapt communication style to appropriately suit the needs of the audience, whether in person or digitally
12.	Ability to produce written communication to be received by a diverse audience
13.	Proactively seek a wide range of tools to deliver the appropriate recommendations
14.	Excellent verbal and written communication skills
15.	Provide instructive, professional and relevant feedback
16.	Knowledge of the recruitment and selection process and remains up-to-date with current recruitment market
17.	Maintain industry and product knowledge to effectively and confidently respond to questions
Behaviours	
18.	Respect
19.	Responsibility
20.	Recognition
21.	One Team: Collaboration
Other	
22.	Ability to fulfil the travel requirements of the post



Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
1.	Coaching qualification
Experience	
2.	Experience of having designed and implemented a programme
3.	Understanding of psychometric testing
4.	Supporting people who have experienced career transition

Approval			
Manager	Angie Twelves	Date	13 May 2019

