

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04247

Service Area: HR

Grade: G6

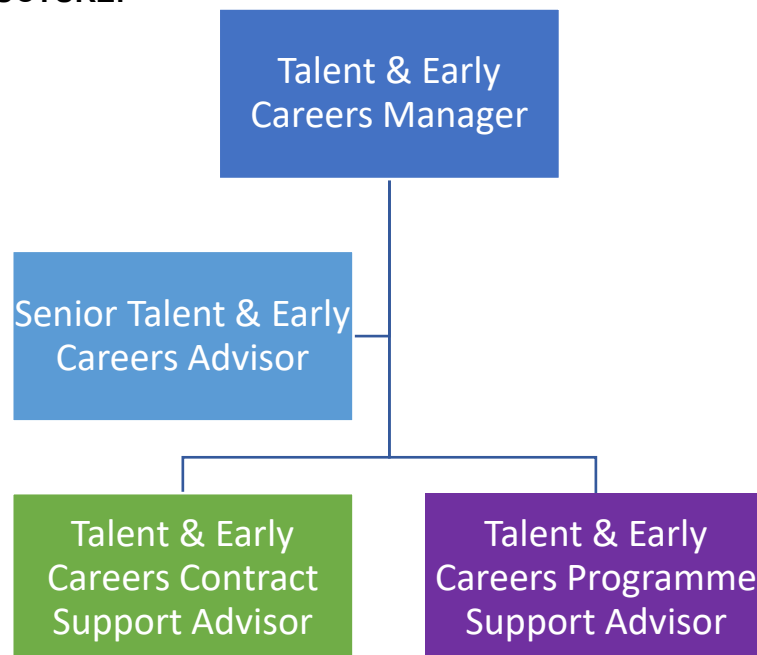
Job Title: Talent & Early Careers Programme Support Advisor

PURPOSE OF JOB:

Reporting to the Talent & Early Careers Manager, this role supports the delivery of early careers programmes under the guidance of the Senior Talent & Early Careers Advisor and Talent & Early Careers Manager. The post holder will support the Talent & Early Careers Team to deliver early career programmes across the Council, working with education establishments, young people, managers, mentors, and colleagues. As part of the wider HR service this post will be required to provide comprehensive and confidential support in an efficient and effective way, ensuring best use of resources and contributing to the development of the Council's shared values.

The post holder will be expected to provide first level advice to managers, mentors, education establishments, young people, and colleagues. The role will play an integral part in early careers, supporting the team to provide excellence in nurturing the Council's future talent pipeline.

TEAM STRUCTURE:



MAIN DUTIES:

1	To lead on the coordination and delivery of early careers programmes, ensuring alignment with strategic objectives and operational excellence.
2	Support the Senior Talent & Early Careers Advisor in providing an effective and comprehensive Early Careers Service within Lincolnshire County Council
3	Manage and maintain programme data using Power BI and other systems, ensuring accurate reporting and compliance with internal and external standards.
4	Support the issuing of relevant surveys and pulse checks and collation of the responses so that they can be fed into quality assurance validation, projects, or improvement initiatives.
5	Support the full breadth of early careers commissioning cycles, including-: needs assessment, performance analysis, specification development, market engagement, development of contractual documentation, procurement, contract management, quality assurance, monitoring and review and options appraisal.
6	Assist in and advise on the creation of suitable adverts for early career opportunities (be that print, online or social media-based adverts), taking into account the relevant legislation, safeguarding, health & safety, for young people and vulnerable adults, and incorporating the council Employer Value Proposition (EVP) and corporate branding guidelines.
7	Build and manage effective relationships with education providers, managers, and young people to ensure successful programme outcomes.
8	Proactively develop positive and collaborative working relationships with a range of customers/clients, stakeholders, and partners.
9	To work within the Talent & Early Careers Team supporting them to provide a comprehensive and quality service, handling day to day queries and provide Early Careers advice on Policies and Procedures. This may involve supporting wider activities, working with education establishments, young people, managers, mentors, and colleagues.
10	Actively participate in strategic projects and continuous improvement initiatives, bringing insights from programme delivery to inform service development

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Experience of working with multiple early career stakeholders to deliver complex programmes or services early careers. Knowledge of early careers for 14+ year-olds would be an advantage.	A/I	X	
Educated to GCSE level or equivalent	A	X	
Ability to manage a portfolio of early careers programmes and deliver high-quality outcomes within agreed timescales	A/I	X	
A demonstrable understanding of school and college culture and the complexities faced by education establishments and	A/I	X	

employers in securing and delivering meaningful early careers.			
Knowledge of safeguarding and health & Safety law relating to 14+ year olds in the workplace.	A/I	X	
Excellent written communication skills with the ability to write clear, unambiguous, and engaging early careers opportunities, updates and successes	A/I		X
A proficient communicator with experience of engaging, nurturing and maintaining relationships with students on placements and education establishments.	I	X	
Self-motivated, with the drive and determination to work under pressure and manage priorities appropriately	I	X	
Experience of collaborating with multiple stakeholders to deliver complex programmes or services	I	X	
Excellent planning skills and the ability to work flexibly and to agreed timescales	A/I	X	
The ability to effectively empower young people to thrive within teams where safeguarding and health & wellbeing are prioritised and meaningful working relationships and engagement are fostered to achieve secure talent pipelines into the organisation	A/I	X	
Excellent attention to detail and the ability to be reliably accurate	A/I	X	
Excellent IT skills, including experience of growing a social media presence & Microsoft Office	A/I		X
Demonstrates analytical thinking and uses data to inform decision-making and continuous improvement	I	X	
Understanding of wider early careers related HR areas including-: strategic workforce planning, succession planning, diversity, talent mobility, metrics and	A/I		X
Shows flexibility in thinking and is always open to new ideas and approaches and continually keeps up to speed on FE sector commentary and think tanks	I	X	
Displays high integrity around all, that is confidential and is exceptionally discreet	I	X	

Enhanced DBS with Children's Barred is required for this role		X	
Project management skills	A/I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.