

Job Description

Prifysgol Wreccsam
Wrexham University

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Faculty/Department	Student and Campus Life
Section	Careers and Employability Service
Job Title	Careers and Employability Assistant
Reports to	Head of Careers and Employability
Grade	OA2

Principal Accountabilities

The role requires the effective use of both Welsh and English to provide comprehensive bilingual administrative support, to ensure the effective delivery of University careers and employability services and support.

Contribute to the continuous improvement of careers and employability provision by supporting quality assurance processes, maintaining compliance with relevant codes of practice, standards, policies and procedures, and working collaboratively with internal and external partners.

Performing a variety of duties and practical tasks generated from planning, promoting and delivering transformative bilingual careers and employability activity, directed by the Head of Careers and Employability.

Key Tasks

The postholder will provide proactive administrative support for a range of careers and employability activities, bilingually in both Welsh and English, ensuring that services, communications and resources are accessible to all stakeholders.

The role involves responding to enquiries from students, graduates, employers, academic staff and external partners through a range of channels, including email and online platforms when required to in the official languages of Wales.

Maintaining accurate records and stakeholder information within our service user bilingual careers portal, supporting excellence in careers education delivery. Supporting the administration of vacancy and event promotion collaborating with external and internal stakeholders on the careers portal.

Supporting the updating of web and intranet content, social media, marketing and promotional activities, and contributing to effective engagement through clear and timely communication.

Maintain and develop sustainable efficient office systems and processes using a range of digital platforms, including Microsoft 365, Target Connect, Power BI, Moodle, LinkedIn Learning, University finance systems and Service social media channels.

The postholder will support data handling, reporting and quality assurance activities by accurately recording careers activity attendance, vacancy and engagement data, collating feedback, producing operational information, and contributing to performance reporting. This is to be conducted in line with University Policies, Procedures and quality standards as well as by adhering to UK General Data Protection Regulation (UK GDPR).

The role also includes general administrative duties such as records management, meeting co-ordination and minute-taking, monitoring shared inboxes and enquiry systems, ensuring compliance with organisational procedures, procurement, raising Purchase Orders and other forms of payment. This includes liaising with the Finance Department, approving invoicing for expenditure on behalf of the Head of Careers and Employability as well as providing administrative support that contributes to the achievement of Careers and Employability Service bilingual objectives and positive student outcomes.

Contribute to the culture of Welsh in the University in an informal way that supports the development of opportunities for Welsh speakers and learners.

Special Features

Welsh language skills are essential to this post.

The role will provide assistance to Welsh speakers engaging with careers and employability services.

The post holder will need to possess the necessary Welsh language skills in order to be appointed to the post.

They will have confidence and knowledge of the impact of the Welsh Language Standards 2011 on Higher Education.

This post requires the holder to be an Independent User of Welsh (B1 and B2) as described by the Welsh Language and Education (Wales) Act 2025.

<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety

policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **Careers and Employability Assistant**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	To be an Independent User of the Welsh language. (B1&B2) - Someone who can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. - Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. - Can produce simple connected text on topics which are familiar or of personal interest. - Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans. As well as understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. - Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. - Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	AI	E
		1.2	Excellent communication skills and the ability to communicate effectively with colleagues, students, graduates and employers through written and spoken communication.	AI	E

		1.3	Excellent organisational skills including the ability to work to tight deadlines, prioritise work effectively and keep accurate records.	AI	E
		1.4	High level of administrative competence and attention to accuracy and detail	AI	E
		1.5	Excellent digital and IT skills grounded in Microsoft 365 and ability to affectively operate social media as a way to engage service users. Being bilingually competent to do this.	AI	E
2	General & Specialist Knowledge	2.1	The ability to work independently as well as part of a team.	AI	E
		2.2	The capacity to work flexibly and co-operatively to establish effective working relationships with colleagues and students.	AI	E
		2.3	Demonstrate knowledge and understanding of the characteristics and needs of Wrexham University's students and graduates	AI	E
		2.4	Some experience of financial administration and an understanding of financial procedures	AI	D
3	Education & Training	3.1	Educated and achieved at Level 3 in English and Maths	AC	E
		3.2	A qualification in the Welsh language as a subject, O Level, GCSE and or Learn Welsh Advanced Level Qualified	ACI	E
		3.3	Work Welsh	ACI	D
		3.4	NVQ level 3 Advice and Guidance	ACI	D
4	Relevant Experience	4.1	Administration experience, multi-tasking and prioritising work with high standards of accuracy.	AI	E
		4.2	Practical experience of working in an environment which involves supporting people to succeed.	AI	E
		4.2	Experience of working in a FE/HE environment.	AI	D
		4.3	Evidence of continuous CPD	AI	E
Date of Revision			21 August 2026		

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

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