

Employment Transition Advisor

The Employment Transition Advisor supports workers navigating transitions between jobs, sectors, or industries by combining personalised guidance with labour market intelligence and digital tools. This role ensures skills-based mobility amid structural changes, technological disruptions, and green transition demands.

Main activities include career counselling, developing personalised transition action plans, integrating sustainability into employability pathways, leveraging online platforms and labour market information systems, and tracking outcomes through analytics. Responsibilities also cover advising on sustainable management, supporting social inclusion with empathy, and coordinating with employers, education providers, and public agencies.

Essential competences include green competences (promoting sustainability, advising on sustainable policies), digital competences (online platforms, virtual coaching, social media, analytics, LMI systems), soft competences (listening actively, empathy, adaptability, coaching, communication), and transversal competences (data analysis, assessment, transition planning). This profile directly contributes to resilient labour markets, greener workforce transitions, and digitalisation of career services.

ESCO Mapping

<https://esco.ec.europa.eu/select-language?destination=/node/1>

ID	NAME	Concept URI
2423.1	Career guidance advisor	https://data.europa.eu/esco/occupation/5d0cc30d-068a-424c-8463-f42872a7149e
2635.3.11	Employment support worker	https://data.europa.eu/esco/occupation/c60ede09-b67b-4173-8991-b9b694149488
2423.2	Employment and vocational integration consultant	http://data.europa.eu/esco/occupation/e4112a88-973f-4c7a-97f5-2241e6b6833f

2423	Personnel and careers professionals	http://data.europa.eu/esco/isco/C2423
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Context

EQF Level	6-7
Departments	HR RnD

Green Competences

ID	Name	Type	Description	Level	ESCO
C04 6	Advise on sustainable management policies	Skill	Analyse environmental impacts and recommend sustainable approaches for workforce policies. ▪ Flag sustainability risks in policy discussions ▪ Recommend low-impact practices ▪ Monitor outcomes of policies ▪ Adjust advice to new SDG requirements	2	Link
C04 7	Promote sustainability principles	Skill	Embed sustainability themes in career guidance and outreach. ▪ Integrate SDG-aligned topics in training/counselling ▪ Demonstrate low-carbon practices in sessions ▪ Share circular economy case studies ▪ Update content with eco-innovation examples	2	

Digital Competences

ID	Name	Type	Description	Level	ESCO
C11 7	Online job platforms	Knowledge	Principles, functions, and features of digital job boards and online platforms used for recruitment and career guidance.	2	Link

ID	Name	Type	Description	Level	ESCO
			- Identify main online job platforms and their target sectors - Explain algorithms and matching functions used by platforms - Describe benefits and limitations of platform-based recruitment - Analyse emerging trends in digital labour market platforms		
C118	Deliver virtual coaching	Skill	Set up and conduct remote coaching sessions securely and effectively. - Establish confidentiality agreements - Use screen-sharing/whiteboards - Prevent virtual fatigue (breaks, prompts) - Track goals in coaching apps	2	
C119	Leverage social media for transitions	Skill	Use social media to support clients in professional transitions. - Assess digital literacy - Optimise LinkedIn and similar profiles - Teach posting and networking skills - Build digital professional communities	2	
C120	Track placement analytics	Skill	Monitor KPIs of placement programmes through dashboards. - Measure job placement rates - Analyse retention statistics - Use dashboards for performance insights - Adjust services based on analytics	2	
C121	Use labour market information systems	Skill	Analyse labour market databases for job matching and workforce planning. - Benchmark wages and vacancies - Track emerging skills demand - Apply analytics to vacancy data - Provide evidence-based career advice	2	Link

Soft Competences

ID	Name	Type	Description	Level	ESCO
C160	Listen actively	Skill	Pay attention to clients' needs and provide tailored responses.	3	Link

ID	Name	Type	Description	Level	ESCO
			▪ Demonstrate attentive listening ▪ Ask clarifying questions ▪ Avoid interruptions ▪ Adapt solutions to client needs		
C16 1	Show empathy	Skill	Understand verbal and non-verbal communication to support inclusion. ▪ Recognise client emotions ▪ Prevent symbolic violence and isolation ▪ Ensure considerate attention ▪ Support vulnerable groups	2	Link
C16 2	Adapt to changing situations	Skill	Change approaches based on client needs or labour market shifts. ▪ Adjust counselling strategies ▪ Respond to mood changes ▪ Adapt to sectoral disruptions ▪ Improvise to meet evolving needs	2	Link
C16 3	Apply coaching techniques	Knowledge	Foundational methods to support individuals in career transitions. ▪ Use open-ended questioning ▪ Build trust and accountability ▪ Support self-reflection ▪ Encourage goal-setting	2	Link
C12 7	Communication	Knowledge	Principles of effective information exchange. ▪ Structure clear counselling messages ▪ Adapt language to clients ▪ Encourage dialogue and feedback ▪ Use inclusive language	2	Link

Transversal Competences

ID	Name	Type	Description	Level	ESCO
C21 3	Analyse and evaluate information and data	Skill	Examine and critically assess data to support decisions. ▪ Compare credibility of sources ▪ Defend judgements with evidence ▪ Identify relevant insights for clients ▪ Recommend actions based on findings	2	Link

ID	Name	Type	Description	Level	ESCO
C21 4	Assessment processes	Knowledge	Evaluation methods and tools for learners, workers, or clients. ▪ Explain formative/summative assessment ▪ Select assessment strategies for context ▪ Document outcomes ▪ Apply assessments in transition planning	2	Link
C21 5	Develop transition action plan	Skill	Create structured action plans for career transitions. ▪ Define SMART goals with clients ▪ Map training and networking milestones ▪ Track KPIs during the process ▪ Update plans with new labour market data	3	