

CAREERS CONSULTANT – 1 YEAR FIXED-TERM (Loughborough University London) REQ17900

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough University is highly regarded for the quality and range of careers, employability and placements support provided to students and graduates.

Careers Consultants work within the Careers Network and play a key role in supporting the University's strategy to inspire students and graduates to realise their potential.

Job Description

Job Grade: MA7

Job Purpose

Reporting to the Operations Director of the London campus and professionally responsible to the University's Careers and Development Manager, the post holder will lead and manage the provision of a range of services designed to optimise career confidence, employability skills, work experience and personal development of students and graduates of the postgraduate programmes at Loughborough University in London.

The post-holder will provide specialised careers guidance and related professional and personal skills development support for students, graduates and staff of the University, contributing to enhanced student experiences and graduate outcomes.

Job Duties

Students / Graduates:

- To provide in-depth, professional and effective careers consultations at an appropriate level for postgraduate students and graduates at the University's campus on Queen Elizabeth Olympic Park in London. The student body will include a significant proportion of international students.
- To provide individual information, advice and guidance to clients through advice appointments, email, Skype and telephone responses.
- To design and deliver careers and skills presentations and workshops using and adapting core resources to contribute to and complement in-curricular skills provision and meet the needs of the student cohort. These can range from small, inter-active groups to presentations for several hundred students.
- To personally research and maintain expert knowledge of relevant career opportunities and labour market information to inform your advice and guidance to students and colleagues.

- To work closely with colleagues to develop and maintain information resources on employment opportunities within the home countries of international students, and other issues relevant to their career planning.
- To assist in developing links with international alumni in order to ensure a greater awareness of the global job market and labour market information.
- To ensure the effective promotion of all opportunities of relevance to students in the caseload.
- To scrutinise feedback and evaluations from students and to tailor provision accordingly.

Employers:

- To liaise with employers and professional bodies, including visiting employers to gain and update knowledge of company, sector and wider labour market trends and opportunities, recruitment processes and policies, cultures and progression opportunities. To record and share this knowledge with colleagues.
- To work in close liaison with employer engagement colleagues to enhance opportunities to market the University and its students to employers.
- To facilitate opportunities for employers to enhance the career awareness and employability of students either within the taught curriculum or in co-curricular activities.

Colleagues:

- To operate as a professional lead on careers, skills and employability issues at Loughborough University London, providing appropriate input and guidance to academic and senior management colleagues, with guidance from managers in the University Careers and Employability service.
- To lead the development, delivery and review of annual agreements between the CEC and the Dean and senior management which define the services to be provided and the shared objectives.
- To work positively and collaboratively with colleagues in the academic Schools, the University-wide careers, skills and employability team, and placements and employer engagement teams.
- To attend and contribute effectively to all appropriate meetings and training events, as agreed with line manager, including regular team meetings at the Loughborough campus.
- To network and work collaboratively with colleagues at all grades across the University and within the Students' Union, contributing to projects and initiatives as agreed with line manager.
- To contribute to team performance, including assisting colleagues in the provision of services for students across the University.
- To undertake and contribute to regular peer review of career guidance and other professional practice.

General:

- To ensure the delivery of consistently excellent client services.
- To meet agreed personal objectives and contribute to wider Careers and skills objectives, regularly monitoring own performance and impact.
- To manage, support and develop the skills of the employability support team ensuring their effective contribution to agreed objectives. Their tasks will include:
 - administration support for projects, activities and events.
 - the provision of careers and employability information and advice, either individually or in groups, using a variety of media.
 - the delivery of individual meetings, group sessions, workshops and events.
 - student liaison and research to understand their demands, needs and preferences.
 - following a defined communications plan to keep students informed and engaged with career planning, work experience and employability skills development.

- the research and writing of web-based and printed materials for a student audience.
 - the advertising and promotion of vacancies and other opportunities directly to students.
 - the analysis and interpretation of labour market and destinations data.
 - close liaison with academic and professional services colleagues to contribute to improvements in student and institutional performance.
- To demonstrate individual commitment to continuing personal and professional development, through training, project work, research, and active involvement in the Association of Graduate Careers Advisory Services (AGCAS).
 - To be an effective educator, using a range of methods to deliver impactful workshops, presentations, lectures and tutorials on a range of careers and skills development topics.
 - To keep up to date with and use a range of technologies, methods and social media to enhance the delivery and effectiveness of careers and skills provision.
 - To willingly develop, pilot and manage additional projects, tasks and initiatives as required.
 - To consider and contribute to the development and continuous improvement of services, projects and processes, prioritising the needs and experiences of service beneficiaries and colleagues.
 - To generate and interpret reports, case studies and statistical information as required.
 - To represent and positively promote the University and the Careers department at internal and external meetings and conferences.
 - To undertake any other duties or tasks commensurate with the nature and grade of the post when required by the designated line manager or senior management.

The successful candidate should be prepared to undertake occasional international travel, if required.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

This work will require frequent travel to meet with companies and other stakeholders and regular visits to the main campus in Loughborough, and consequently may require some flexibility with regard to working hours.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Loughborough University in London's Operations Director with a professional reporting line to the University's Careers and Development Manager, based in Loughborough

The post-holder will be expected to manage individuals involved in the administration and support of careers and employability and to have an overview of the workload in this area across the administration team.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial relevant experience working as a careers consultant within HE or in a closely related area, some of which will have been with international students/graduates	1,3
	Experience of designing and delivering careers-related training	1,3
	Experience of managing and influencing relationships with internal and external partners or clients	1,3
	Experience of working cross-culturally	1,2,3
Skills and abilities	Skilled in the provision of careers information, advice and guidance	1,3
	A positive client-centred, customer-first approach	1,2,3
	Highly developed listening and verbal communication skills	1,2,3
	Excellent group presentation and/or teaching skills	1,2,3
	Excellent interpersonal skills – the ability to establish effective relationships with staff at all levels, senior management, students and external partners including employers	1,3
	Client/customer relationship management skills – able to manage and satisfy the demands of a range of stakeholders	1,3
	Excellent team working skills, with evidence of contribution to team success	1,3
	Professional and positive ‘can do’ attitude	1,3
	Goal oriented, with evidence of target achievement	1,3
	Skilled in the management and co-ordination of project work	1,3
	Research skills with the ability to assimilate, interpret and apply complex new information	1,3
	Excellent level of written English	1,3
	Numerate and able to quickly analyse statistical data	1,3
	High degree of accuracy and attention to detail	1,3

	High degree of personal initiative, with a solution-led approach to problems	1,3
	Able to organise and prioritise own workload, often whilst under pressure	1,3
	Flexibility, adaptability and resilience – responding positively to change and new initiatives	1,3
	Excellent general MS Office skills (Word, Excel, Outlook email, Powerpoint, Access)	1,3
Training	A commitment to ongoing personal development and a willingness to undertake further training, and to learn and adopt new skills and procedures	1,3
Qualifications	University degree or equivalent qualification or experience	1,3
	Professional qualification in careers information, education, advice and guidance (QCG or CEIGHE) or equivalent, or in the process of securing such an award	1,3
Other	Discretion, sensitivity and ability to maintain strict confidentiality	1,3
	Able and willing to travel throughout the UK if required	1,3
	Able and willing to work outside standard hours if required	1,3
	Committed to observing University Equal Opportunities and diversity policies at all times	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Management / staff supervision experience	1,3
	Experience working with clients from a variety of cultural backgrounds	1,3
Skills and abilities	Supervisory skills including priority setting, delegating, listening, motivating and performance review	1,3

Conditions of Service

The position is full-time and fixed-term for one year. Salary will be on Management and Specialist Grade 7, (£39,992 - £47,722) plus £3,085 London Weighting per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

Loughborough University London Staff are eligible to apply for an interest free season ticket loan and corporate gym membership.

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Chris Euden, Operations Director, by email at C.Euden@lboro.ac.uk or by telephone on 020 3805 1300.

Applications

The closing date for receipt of applications is **6 October 2017**. Interviews will be held on **12 October 2017**