

Candidate Information

Position:	Careers and Placement Consultant
School/Department:	School of Electronics, Electrical Engineering and Computer Science
Reference:	19/107418
Closing Date:	Monday 29 April 2019
Salary:	£33,199 to £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Week Commencing 13 May 2019

JOB PURPOSE:

The role works under the guidance of the Senior Careers and Placement Consultant who, as a team, provide dedicated careers guidance and placement support to all undergraduate and postgraduate students within the School of Electronics, Electrical Engineering and Computer Science. The Careers and Placement Consultant will play a key role in the delivery and implementation of the School's Employability Plan and supporting over 400 students eligible to undertake placement. This includes delivering large group presentations, facilitating workshops and providing one to one career guidance.

MAJOR DUTIES:

1. Provide professional careers advice and support to enhance the undergraduate and postgraduate taught student experience within the School, including preparing students seeking one year professional placements.
2. Provide careers advice to PhD students within the School, partnering with the Graduate School and Careers, Employability Skills team.
3. Network and liaise with local, national and international employers to identify new and develop existing quality placement opportunities and development of employability programmes. This includes assessment and review of placements, supporting students through the placement process, resolving problems on placement, visiting students and participating in placement assessment.
4. Assist in the development, delivery and assessment of Level 2 professional skills modules to all undergraduate students across the School (EEECS) as well as a variety of stand alone employability programmes offered to undergraduate and PGT students.
5. Assist with the production, update and implementation of a School Strategy for Careers and Employability, including enhancing the School's online student placement database and provision of support to other schools using the system.
6. Contribute to and keep abreast of Careers developments and advise members of staff within the School on changes and developments where appropriate.
7. Carry out any other duties which are appropriate to the post as may be reasonably requested by Head of School/Senior Management or the Senior Careers and Placement Consultant.

Planning and Organising:

1. Plan short and medium-term developments in the Careers and Placement Team to support the aims and objectives of the School.
2. Develop and determine the activities in the Careers and Placement Team by prioritising in order to meet targets.

Resource Management Responsibilities:

1. Assist with the management of resources/budgets within allocated project/area where appropriate to ensure maximum value is delivered for resources deployed.
2. Contribute to the resource and budget planning within own area.
3. Regular contact with placement providers and students.

Internal and External Relationships:

1. Liaise regularly with Careers, Employability and Skills and academic and non-academic staff within the School and the University as a whole.
2. Regular contact with placement providers and students.
3. Regular contact with University staff, academic and academic support to facilitate own work activities and to promote a holistic approach to academic support that encourages School engagement.
4. Represent the School (and University) at both internal and external meetings/events to ensure that School issues are appropriately represented and acted upon.
5. Communicate across and outside the University, contribute to collaborative activities/initiatives related to e-learning and on-line/blended learning.
6. Attend work placement visits to employers and students.
7. Daily interaction with students.

ESSENTIAL CRITERIA:

1. *A degree or a post graduate or professional qualification in a relevant subject
2. *A minimum of 3 years recent experience in in a career guidance / advice role.
3. *A minimum of one year experience in designing, delivering and assessing Careers education and/or skills training and development programmes.
4. *A minimum of one year experience in identifying and managing placements and building relationships with employers and other relevant stakeholders in the development of student employability programmes.
5. An understanding of current business drivers and challenges and opportunities in the IT and Engineering sector.
6. ICT skills including using VLEs.
7. Excellent oral and written communication and interpersonal skills to establish effective working relationships with colleagues, students and employers
8. Hands-on experience of the organisation and delivery of events.
9. Must be a team player and be able to negotiate and consult with all those engaged internally and externally
10. May be required to work irregular hours as reasonably required.

DESIRABLE CRITERIA:

1. *Postgraduate/professional qualification with an emphasis on careers guidance/counselling, occupational psychology and/or education (excluding PGCE).
2. *Experience of working in a Higher Education or /Further Education environment.
3. Experience of working with undergraduate and/or postgraduate students.
4. Experience of designing and delivering programmes such as careers education, career management skills or pre-placement training.
5. Experience of working with employers.
6. Experience of the engineering and/or computing sectors.