

## Candidate Information

<b>Position:</b>	Careers Consultant
<b>School/Department:</b>	Educational and Skills Development
<b>Reference:</b>	19/107842
<b>Closing Date:</b>	Monday 7 October 2019
<b>Salary:</b>	£33,797 to £40,322 per annum
<b>Anticipated Interview Date:</b>	Monday 21 October 2019

### JOB PURPOSE:

Working with a team of consultants you will be responsible for the lead, development and implementation of the full range of Careers Education, Information, Advice and Guidance services within specified schools and for contributing to the full programme of services provided by Careers, Employability and Skills.

### MAJOR DUTIES:

1. Lead, plan, design and deliver a programme of activities to enable school specific students (undergraduate and postgraduate) to make career related decisions, implement these decisions and acquire the skills necessary to manage their career successfully.
2. To develop partnerships with faculties, schools, staff and student societies/forums to identify and deliver bespoke career development activities to increase student engagement in academic Schools and across central service provision.
3. Contribute to delivery across school and faculty teams with academic and other staff to embed Careers Education, Information, Advice and Guidance and Employability. Delivery could take the form of modules, programmes, presentations or workshops focusing on interactive engagement.
4. Research, develop and produce appropriate careers resources for workshop delivery and online use.
5. To provide professional careers guidance to current students and recent graduates to help them acquire the skills necessary to manage their career successfully. This will take the form of one-to-one consultations; face to face, online: email and electronic guidance systems.
6. To contribute to the range of central Careers, Employability and Skills provision including events such as Fairs, events and presentations. This may include responsibility for the planning, organising and delivery of certain specific events.
7. To research and develop careers information materials to build career related knowledge of labour market intelligence to support the employability of Queen's graduates.
8. To work with academic and related staff across the University to embed CEIAG and employability and demonstrate progress through written reports e.g. CES School Reports. This may also involve contribution to committees, projects, research or other administrative activities.
9. To take responsibility for own professional development through reading widely to ensure up-to-date knowledge of careers trends, graduate labour market, professional, legislative and ethical frameworks and contribute to the development and update of online Career Management Systems and E-Resources.
10. To take responsibility for own skills and learning development including digital, data analytics, social media and excel skills.
11. To contribute to wider professional networks such as AGCAS and AHEC as agreed with line manager.
12. To undertake training and professional development as required by line manager or identified through appraisal process.
13. To contribute to the wider Service and University activities as may be required and to undertake any other duties which may be reasonably expected.

### Planning and Organising:

1. Plan and organise activities ensuring the plans feed into the Student Developments operational plans, in particular in relation to careers, employability and skills.
2. Plan and co-ordinate project team work activity to meet agreed targets and milestones.
3. Project manage specialist activities to facilitate advances in employability with a broad university impact.

**Resource Management Responsibilities:**

1. Contribute to the resource and budget planning within own area.
2. Organise and manage own time and workload to support the achievement of Team, Divisional and Directorate objectives.

**Internal and External Relationships:**

1. Regular contact with Team Leader and work colleagues.
2. 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.
3. Represent and promote Careers, Employability and Skills, at internal and external meetings to ensure that the work of the Service is appropriately represented and reported and that feedback is provided to senior management.
4. Communicate across and outside the University; contribute to collaborative activities/initiatives related to careers and employability.
5. Establish and maintain links with professional/specialist bodies or groups.

**ESSENTIAL CRITERIA:**

1. A first degree (or equivalent).
2. Minimum of three years recent and relevant experience in substantive delivery of careers education and guidance work or employability development programmes.
3. Knowledge and understanding of policy, practices and regulations within in the wider HE environment.
4. Able to work in an interactive manner with students and to facilitate group discussion.
5. Experience of advocating for students with key client groups, for example employers and academics.
6. Excellent project management skills.
7. Excellent ICT skills including experience of E-learning, social media and data analysis using Excel.
8. Excellent communication skills (written and oral) with experience of presenting to a range of groups.
9. Experience of managing own work and working in and across teams including working with academics Empathetic, student-focussed.
10. Flexible, adaptable, self-starter.
11. Positive, enthusiastic, proactive approach, well developed analytical and problem-solving capability and a keen interest and proven ability to innovate in their work.
12. Will be required to work irregular hours as reasonably required, for example, travel abroad or other Service needs.

**DESIRABLE CRITERIA:**

1. A Careers Guidance qualification (completed or in progress).
2. Relevant Post graduate qualification e.g. AGCAS/Warwick Postgraduate Qualifications: Career Education, Information and Guidance in HE (CEIGHE).
3. Experience in delivery of careers education and guidance work in HE.
4. Clear understanding of regulations and relevant Codes of Practice.
5. Experience of using Content Management Systems for web content.