



Candidate Information

Position:	Postgraduate Careers and Employability Consultant (part time)
School/Department:	The Graduate School
Reference:	21/109414
Closing Date:	Monday 3 January 2022
Salary:	£34,304 - £40,927 per annum pro rata.
Anticipated Interview Date:	Thursday 13 January 2022
Duration:	2 years

JOB PURPOSE:

The post-holder will enhance the employability skills of postgraduate students by developing and delivering a range of careers and employability training and development programmes as part of the Postgraduate Employability and Enterprise Team. The post-holder will also contribute to the development of the Graduate School and overall postgraduate student experience.

Queen's University's Postgraduate student community encompasses a diverse range of students from many different cultures and academic backgrounds

The post holder will design and deliver face to face and on-line training programmes, workshops and seminars to support students in key elements of their employability development. The post holder will report directly to the Postgraduate Employability and Enterprise Manager

This is a temporary role for 2 years due to funding.

MAJOR DUTIES:

1. To design, develop and deliver a range of innovative employability and careers programmes at postgraduate level. The programmes are designed to support in the training and development of key employability skills and provide further guidance to postgraduate students exploring a range of career pathways. These activities will highlight a diverse range of careers both in academia and other sectors.
2. To provide professional careers guidance to postgraduate students through a range of interventions, including one-to-one consultations through a range of media; face to face and online.
3. To enhance the postgraduate student experience and develop a range of work-related learning and networking opportunities to support the diverse range of careers both in academia and other sectors.
4. To develop partnerships with academic Schools and student societies/forums to identify and deliver bespoke career development activities.
5. To collaborate with academic and professional staff across the University, to enhance opportunities for postgraduate students and increase employability skills development to complement their studies.
6. To work collaboratively across the Graduate School and more widely with the central Careers, Employability and Skills team, Faculties, the Postdoctoral Development Centre and People & Culture, including contributing to the range of central provision to support the broader employability agenda within and beyond higher education.
7. To identify and develop relationships and networks with potential external employers of postgraduate students to expand networking opportunities for postgraduate students.
8. To coordinate with the marketing team in the development of promotional and engagement materials and resources for employability and careers activities and work closely with the Graduate School Engagement team to manage and increase participation on programmes.
9. To monitor and evaluate the delivery of workshops, events and programmes across postgraduate employability and careers activities. To provide evaluation and impact reports on an agreed basis to relevant managers and committees.

10. To represent the Directorate and/or Graduate School on University committees and/or advisory boards and external bodies.
11. To align activities to relevant frameworks and action plans, e.g. Vitae Researcher Development Framework, Graduate School's Five Pillars.
12. To research and develop careers information resources through engagement with employers, alumni, professional/sector organisations, including on-line resources.
13. To take responsibility for own professional development, including reading widely to ensure up-to-date knowledge of careers fields/trends, research labour market, professional, legislative and ethical frameworks.
14. To contribute to wider sector and professional networks such as VITAE, AGCAS and AHECS.
15. To undertake training and professional development as required by line manager or identified through Personal Development Review (PDR).
16. Undertake any other duties that might arise and that are in keeping with the grade of the post and as required by the Postgraduate Employability and Enterprise Manager to meet the demands placed upon the Graduate School and the wider Directorate.

Planning and Organising:

1. Determining and developing individual activity and priorities using own initiative and experience, in line with the key objectives and targets of the Graduate School, within the context of the Graduate School Business Plan and evolving priorities.
2. Contributing to short to medium term developments within the Graduate School by the design, development and delivery of relevant postgraduate employability and careers programmes and initiatives.
3. Organising significant events, programmes and initiatives, coordinating arrangements taking into account issues of cost and timescale.
4. To undertake any other duties, in line with the level of the post, and as required.

Internal and External Relationships:

1. The post holder reports directly to the Postgraduate Employability and Enterprise Manager in terms of Performance Development Review (PDR).
2. Communicating with external stakeholders in support of the delivery of some events, programmes and initiatives; crucial that communications are professional and courteous to ensure the successful delivery of Graduate School objectives and to ensure that the reputation of the University is enhanced.
3. Building and managing relationships with a wide range of external stakeholders.
4. Communicating and working with internal contacts, including senior staff, to ensure effective co-ordination, the successful delivery of events, programmes and initiatives, and continuing improvement in internal processes and practices.
5. Attending internal and external meetings and events as requested to support work activities and/or represent the Graduate School.

ESSENTIAL CRITERIA:

1. First degree or equivalent.
2. Minimum 3 years' recent and relevant experience of identifying career needs, designing and developing innovative employability programmes, courses and events to successfully meet client need.
3. Relevant experience of providing career advice and guidance through a range of interventions including one-to-one career consultations.
4. Relevant experience building relationships and working collaboratively with a range of partners to develop and deliver programmes or initiatives.
5. Relevant experience of developing learning content to provide career information or facilitate career management.
6. Evidence of creative problem-solving, analytical and organisational ability.
7. Ability to work as part of a team.
8. High level of oral and written communication skills, with the ability to communicate with and influence people at all levels both internally and externally.
9. Ability to use initiative, to prioritise work, self-motivate, working with minimal supervision to meet tight deadlines.
10. Need to work irregular hours on occasions when work pressures require and to travel locally, nationally, and internationally as appropriate.
11. Periods of restricted annual leave (Sept/Oct).

DESIRABLE CRITERIA:

1. Postgraduate qualification in Career Education, Information and Guidance in Higher Education or similar professional qualification.
2. Recent experience in delivery of careers education and guidance work in HE.
3. Experience of delivering one-to-one careers guidance in HE.
4. Experience developing web-based resources, online or distance learning opportunities.
5. Demonstrable knowledge of national developments in postgraduate education and doctoral programmes.
6. Demonstrable knowledge of national and University policies and codes of practice in relation to postgraduate education and doctoral programme.