

## Candidate Information

<b>Position:</b>	Careers Administrator
<b>School/Department:</b>	Queen's Management School
<b>Reference:</b>	23/110617
<b>Closing Date:</b>	Monday 20 February 2023
<b>Salary:</b>	£35,333 - £42,155 per annum
<b>Anticipated Interview Date:</b>	Monday 13 March and Wednesday 15 March 2023
<b>Duration:</b>	Permanent

### JOB PURPOSE:

Sitting within the Business Engagement & Employability Team, this role has responsibility for the development and implementation of a full range of careers education, information, advice, and guidance services within QMS and for coordinating and contributing to the full programme of services provided by Careers, Employability and Skills at QUB. The postholder will provide expert, up-to-date advice, information, and support on the range of career options available to our students.

### 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 identify and deliver bespoke career development activities to increase student engagement at QMS.
3. To contribute to delivery across the school 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 support and counselling to students to define, redirect, or accelerate their career paths.
6. To coordinate and deliver professional development activities that support students to pursue their chosen career (for example, job search, CV development, interview skills, commercial awareness).
7. To identify and promote developmental opportunities that will aid student employability.
8. To organise specialist in-school careers fairs, events, and presentations.
9. To identify and promote local and international career opportunities.
10. To identify and promote relevant platforms and networks that support the ambitions of QMS students.
11. To coordinate with employers in relation to their business school graduate recruitment needs.
12. To liaise with academics to manage employer engagement with students and programmes.
13. To conduct research and seek feedback from QMS graduate recruiters that inform curriculum and student development needs.
14. To coordinate with QMS colleagues responsible for business engagement and connections with practice.
15. To coordinate activities with centrally provided QUB services including Careers, Employability and Skills (CES) and the Graduate School.
16. To analyse and report on QMS employment successes.
17. Other duties as required by the HOS and SM.

### ESSENTIAL CRITERIA:

1. An undergraduate degree (or equivalent) and a minimum of 3 years recent and relevant experience in substantive delivery of careers education and guidance work or employability development programme; OR Significant recent and relevant experience in substantive delivery of careers education and guidance work or employability development programmes.
2. Experience in advocating for students with key client groups, for example, employers and academics.
3. Experience of managing own work and working in and across teams including working with academics.
4. Empathetic, student focussed.
5. Able to work in an interactive manner with students and to facilitate group discussion.

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. Positive, enthusiastic, proactive approach well developed analytical and problem-solving capability and a keen interest and proven ability to innovate in their work.
10. Flexible, adaptable, self-starter.
11. May be required to work irregular hours outside of normal business hours, for example, open days , evening/weekend events

**DESIRABLE CRITERIA:**

1. A Careers Guidance qualification (completed or in progress). E.g., Career Education, Information and Guidance in HE (CEIGHE), AGCAS/Warwick Postgraduate Qualification.
2. Experience in delivery of careers education and guidance work in HE.
3. Experience of using CRM and CMS systems.