



Candidate Information

Position: Careers and Work Placement Consultant
School/Department: School of Biological Sciences
Reference: 23/111083
Closing Date: Monday 7 August 2023
Salary: £37,099 - £44,263 per annum
Anticipated Interview Date: Tuesday 29 August 2023

JOB PURPOSE:

The role works as part of a team, providing dedicated careers guidance and placement support to all undergraduate and postgraduate students within the School of Biological Science and Institute for Global Food Security. The Careers and Placement Consultant will play a key role in the delivery and implementation of the School's Employability Plan and supporting over 250 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 and short term modular placements. Particular focus will be placed on supporting students undertaking Professional studies and placement modules across Biological Sciences.
2. Network and liaise with local, national and international employers to identify new and develop existing quality placement opportunities and development of employability programmes at undergraduate and postgraduate level. This includes assessment and review of placements, supporting students and line managers through the placement process, resolving problems on placement, visiting students and participating in placement assessments.
3. Provide careers advice to students within the School, partnering with the Graduate School and Careers, Employability Skills team.
4. To provide professional and specialist advice, information and assistance to students about work-related learning schemes, including both one-to-one guidance and group presentations/workshops. To make arrangements for hosting employer presentations and interviews where required.
5. Assist in the development, delivery and assessment of Level 2 professional skills modules to all undergraduate students across the School as well as a variety of stand alone employability programmes offered to undergraduate and PGT students.
6. Assist with the production, update and implementation of a School Strategy for Careers and Employability, including enhancing the School's online student placement database.
7. Contribute to and keep abreast of Careers developments and advise members of staff within the School on changes and developments where appropriate.
8. Gather and analyse market information, trends and competitor developments and disseminate market intelligence, positive PR and marketing stories across the School, the wider university and to prospective students, using a range of mechanisms including social media, web content and the Queen's Virtual Learning Environment.
9. Provide guidance to students relating to: employment contracts, visa regulations, current and local legislation and cultural issues.
10. To develop and maintain accurate records of students, employers and placement reports, developing appropriate administrative systems to support the careers and placement lifecycle.
11. Work Supervision: Delegate responsibilities to placement admin support staff to meet planned objectives.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by Head of School/Senior Management or School Manager.

ESSENTIAL CRITERIA:

1. *A degree or equivalent qualification in a relevant area.
In the event that you do not meet the criteria listed above at 1, the University will also accept the following which has been deemed equivalent:
 - Substantial (minimum 5 years) experience in a careers advice/guidance role or recruitment environment.
2. *A minimum of 3 years' recent relevant experience in careers guidance/advice role or recruitment environment.
3. *Experience developing and maintaining relationships with multiple stakeholders in the development of employability programmes.
4. *Experience of design and delivery of training/development programmes.
5. *Experience of planning and delivering innovative digital communications across multiple channels i.e. LinkedIn, Twitter etc.
6. *Proficient user of MS Office packages and general confidence and aptitude with IT systems.
7. Knowledge of the student experience and key employability issues in HE and the bioscience sector.
8. Excellent verbal and written communication skills with an ability to present information that incites response through call to action.
9. Excellent interpersonal skills – ability to deal with a wide range of stakeholders at all levels and external bodies.
10. Ability to work on own initiative and as part of a team.
11. Analytical and problem-solving skills.
12. Demonstrable ability to work on multiple projects and maintain a systematic and methodical approach.
13. Ability to prioritise and manage own workload and meet tight deadlines.
14. Must be flexible to work irregular hours when required.
15. Ability to meet the mobility requirements of the post, which includes regular travel around Northern Ireland.

DESIRABLE CRITERIA:

1. A postgraduate or equivalent professional qualification in a relevant area.
2. Experience of working in a Higher Education or /Further Education environment.
3. Experience of working with students.
4. Experience of designing and delivering careers education and/or career management skills and/or skills training.
5. Experience of the Biosciences Sector.