

# JOB DESCRIPTION: CAREERS CONSULTANT

<b>Vacancy reference:</b>	36739/F/SS/20210812
<b>Post Title:</b>	Careers Consultant
<b>Grade:</b>	Grade 7
<b>School/Department:</b>	Careers Centre
<b>Reports to:</b>	Careers Consultancy Manager
<b>Responsible for:</b>	Not applicable at present

## Purpose

To develop and enhance the employability and career learning of Reading students in order to improve their employment outcomes and, in turn, boost the national and international reputation of the University. The University's goals focus on community, excellence, sustainability and the desire to be an engaged University with impact beyond our campuses.

This role sits within our Careers Centre which has recently won two AGCAS Awards for Excellence. The team works in partnership with academic Schools and operates in a collaborative and agile way to achieve its goals.

The post-holder will undertake a busy, complex and varied role delivering highly effective careers teaching and 1:1 coaching, whilst also providing strategic consultancy to a caseload of academic departments. This will involve engaging students in an outcome oriented way using robust thinking relating to current careers and employability theories and models. The post-holder will apply up to date, technology-driven, blended learning approaches alongside the analysis and communication of quantitative and qualitative caseload related data. Additionally, this role will take the lead in the design and delivery of our comprehensive programme of support for new graduates.

## Main duties and responsibilities:

- Manage a student caseload for designated schools and departments:
  - Develop, agree and implement teaching and learning within and outside of the curriculum to enhance student career learning and employability. This includes designing and delivering lectures, workshops and seminars, face-to-face and/or online via webinars, screencasts and other static content on a VLE (virtual learning environment) and the web.
  - To deliver one-to-one support with students as required within departments.
  - To secure student engagement by maintaining regular, tailored communications with your school caseload via the VLE and other methods.
- Provide consultancy, expert labour market analysis and advice for academics to enhance the skill development, career learning and employment outcomes of their students:
  - Establish employability as an accepted part of the school's culture by finding new ways to engage staff (and hence students) in employability,
  - Compile, analyse and present quantitative and qualitative data from various sources, e.g. student engagement and job market information, to identify and communicate actions schools can take to improve employment outcomes.

- Act as a persuasive advocate and develop strong working relationships with key academics including School Directors of Teaching and Learning (SDTLs), Heads of Schools (HOS), Programme Directors and Teaching and Learning Deans (TLDs).
  - Attend school and department level boards to ensure colleagues are engaged and informed about careers and employability matters and to influence teaching enhancement planning.
  - Provide relevant support to schools in fulfilling quality assurance processes relating to programme quality and enhancement and new programme development.
  - Initiate and take part in task-groups to generate and implement plans to enhance programme design and co-curricular delivery within schools. This includes increasingly embedding employability within the curriculum.
  - Liaise with the Employer Engagement Team to engage external speakers and panellists for relevant school/departmental based events.
  - Facilitate a joined up approach so the Careers Centre provides appropriate, relevant and effective employability and career learning support for your academic caseload.
- Play a full and collaborative role in the Careers Centre and contribute to the ongoing enhancement of the service.
    - Design and deliver the allocated elements of the Careers Centre's central programme of workshops, both face to face and online via webinars.
    - Deliver 1:1 career coaching to students, both face to face and remote, whilst maintaining student records of such meetings on the CRM system.
    - Maintaining own performance and supporting the development of colleagues through full participation in peer review, peer supervision and related training.
    - Provide broad support to student engagement work through horizon spotting for useful content, writing blogs, delivering podcasts/video content and contributing to our varied student newsletters.
- To take the lead on the design and delivery of our graduate support programme.
    - Jointly establish programme objectives with the Careers Consultancy Manager.
    - Oversee design and delivery of the programme, ensuring quality levels are met.
    - Build and share expertise in the effective support of new and recent graduates.
    - Report on the outcomes and impact of the programme to the Careers Consultancy Manager and/or Director of Careers and Employability.
    - Liaise with relevant staff within and beyond the University to achieve programme objectives, including working closely with the Alumni and Supported Engagement Office and networking with members of relevant professional bodies.
- Flexibly support the wider work of the University through
    - Any other duties as may be assigned from time to time by the Careers Consultancy Manager or the Director of Careers and Employability
    - Managing and guiding other staff and students as required, by setting clear objectives and modelling good leadership.
    - Promoting the University to prospective students and other external audiences through advice and presentations at conferences open days/visit days and other.
- Continue to develop your knowledge and understanding:
    - Remain up to date with employers, occupations, recruitment procedures and labour market trends, to ensure up to date advice is given to students. Share expertise with Careers Centre and academic colleagues as appropriate.
    - Continually develop your understanding of theory and practice of career development, pedagogy and careers coaching through self-directed CPD.

## **Supervision received**

The post holder will report to the Career Consultancy Manager but will be expected to work with minimal supervision. The post holder and the Career Consultancy Manager will agree objectives as appropriate. They will be expected to manage their own time and set their own work schedule to meet the requirements and objectives of the job.

## **Supervision given**

No management responsibility at this time, although opportunities may arise dependent on projects/caseloads undertaken and team requirements.

## **Contact**

- Internal contacts including: other Careers Centre teams, University Schools and Departments, Alumni and Supporter Engagement, Disability Advisory Service, Student Welfare Teams, Student Success and Engagement and Centre for Quality and Staff Development, Teaching and Learning Deans, Heads of Schools, School Directors of Teaching and Learning, Academic Tutors, Programme Directors, Module Convenors.
- External contacts including: businesses, employers, training providers and various professional bodies and their members.

## **Terms and conditions**

- Full time permanent. Some flexible working including evenings may be necessary, including around twice-yearly weekend working.
- This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: April 2021**

# PERSON SPECIFICATION

Job Title		School/Department
Careers Consultant		Careers Centre
Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent interpersonal skills including influencing and persuading</li> <li>• Excellent IT skills, especially Excel, PowerPoint, Outlook, Microsoft 365 and webinar platforms</li> <li>• Developing digital learning materials</li> <li>• Effective team work and independent work skills</li> <li>• Excellent organisational skills and prioritisation including project management.</li> <li>• Ability to produce high quality written materials for different audiences</li> <li>• Building effective networks and relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in creating e-learning interventions and using e-learning platforms</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent</li> <li>• A relevant professional qualification drawn from careers, coaching or recruitment (or working towards)</li> <li>• Evidence of CPD</li> </ul>	<ul style="list-style-type: none"> <li>• BPS Level A (Test User: Occupational, Ability)</li> <li>• Member of AGCAS or other relevant professional body</li> <li>• Teaching qualification</li> <li>• Associate or Fellow of HEA</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of national labour market developments</li> <li>• Knowledge of graduate recruitment trends and practice</li> <li>• Knowledge of careers and employability theories, models and current practice in HE</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of international labour market developments and trends</li> <li>• Knowledge and experience of using social media</li> <li>• Knowledge of blended learning and VLE usage</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience in HE careers work and/or related areas including graduate recruitment, training, or graduate employment</li> <li>• Experience engaging groups of individuals remotely via newsletters, social media or digital platforms</li> <li>• Experience of designing and delivering teaching/training interventions both face to face and via blended learning methods.</li> <li>• Experience delivering seminars or other presentations to large and small groups</li> <li>• Working to tight deadlines</li> <li>• Experience of managing projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of designing and delivering careers education modules</li> <li>• Experience of curriculum design</li> <li>• Experience in designing VLE environments</li> <li>• Experience of line management</li> </ul>

Criteria	Essential	Desirable
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Outcome-oriented</li> <li>• Determined</li> <li>• Approachable</li> <li>• Adaptable</li> <li>• Willingness to adopt new technologies</li> </ul>	
Completed by: Anne Delauzun		Date: 01/09/2021