

JOB DESCRIPTION

Vacancy reference:	SRF36764
Post Title:	Careers Consultant
Grade:	7
School/Department:	Henley Careers
Reports to:	Naeema Pasha, Head of Henley Careers
Responsible for:	n/a

Career Consultant

Responsible for developing and delivering career development for students studying a range of degree programmes across Henley Business School. The post will serve both undergraduate and postgraduate student, to enhance their employability, career, and business opportunities.

The post holder will coach students wishing to pursue careers across a range of sectors, drawing on their experience in CIAG, coaching or recruitment.

Working as part of a team of professionals delivering careers coaching, the post holder will work with students across undergraduate and Masters programmes (and on occasion, alumni of these programmes) providing one-to-one coaching, advice and support, and delivering career and professional development workshops on a range of career-related topics.

The post-holder will also operate as a partner to academic departments, ensuring that the career and employability needs of their students are being met currently, and into the future. This will involve working with the departments on both regular programme reviews, and more significant University wide changes to delivery.

The prime focus of the role is to ensure students are appropriately prepared to compete effectively in the labour market and secure positions at top-tier graduate employers.

Main duties and responsibilities

Delivery

1. To act as a leader in career delivery within the Business School and work as a primary partner with academics and other professional partners to develop and deliver a strategy for employability and career development.
2. To work closely with specific Heads of Programmes/Academic Unit Heads within the School to develop and deliver programmes through curricula and co-curricular offerings on; employability development, competency enhancement and business/labour market knowledge.
3. To offer careers delivery, with a diverse range of students from across the globe.

Duties:

- Contribute to the full range of careers service activities for students, mainly through providing 1:1 consultations, small group work and class based presentations both online and face to face.

- Contribute to careers service provision for those students interested in careers in a variety of sectors by running drop ins, small group sessions, employer panels etc on a broad range of careers and labour market topics.
- Identify, contribute to and/or develop service provision where gaps exist.
- Work across the careers team to define and deliver a thorough programme for both undergraduate and postgraduate students, where necessary.
- Partner with the Employer Relations Team to identify relevant organisations for them to build relationships with, that lead to a variety of student opportunities such as networking events, and access to apply to work experiences and post-graduation employment.
- Develop and maintain an understanding of global employment trends in business in both the undergraduate and postgraduate employment markets.
- Contribute to the e-resources and online delivery of relevant careers modules.
- Take part in relevant training both internally and externally to ensure that professional standards of service delivery are maintained.
- Attend and participate in both internal and external career and employer events and conferences as required.
- Support and work closely with the careers team and undertake any other activities as may be required.
- Respond to the occasional demand for out of normal working hours (0900-1700) for appointments & events, including evening events and occasional Saturday sessions and Open Days.

Collaborative partnerships

Build active and collaborative partnerships with all stakeholders relevant to the role including: students, Henley Careers and Professional Development, Henley Business School teams (academic staff, Alumni Relations, Executive Education, Recruitment and Marketing), the University of Reading careers team and recruiters

Any other duties assigned by line manager.

Supervision received

From Director of Careers

Supervision given

None

Terms and conditions

Full-time, permanent. Flexible working arrangements are welcomed and will be considered in line with business needs.

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: October 2021.

PERSON SPECIFICATION

Job Title	School/Department
Careers Consultant	Henley Business School

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • The ability to develop strong, empathy-led relationships with students to help them make effective career choices • The ability to coach effectively • Building effective stakeholder relationships and using those to influence change & progress • Creative collaboration with other team members to deliver wider team projects • The ability to work autonomously and decisively in continuously changing situations • A sensitivity to different cultures and employment practices between the UK and elsewhere • The ability to plan and manage a range of responsibilities when dealing with a large number of students with differing needs • The ability to work at a pace • A commitment to quality and a willingness to undertake personal training as appropriate, coupled with a view to continually improve the service provided • Flexibility and resourcefulness in meeting changing demands • Proven commitment to diversity and inclusion in all areas of work • The ability to use technology effectively to deliver online 	<ul style="list-style-type: none"> • Experience of delivering psychometric testing • Experience of delivering assessment centres • Experience of e-learning or developing e-resources
Attainment	<ul style="list-style-type: none"> • University Degree or equivalent • Experience of coaching delivery, ICAG delivery or recruitment • Experience of training, teaching or equivalent 	<ul style="list-style-type: none"> • Qualifications in Coaching or CIPD • Recognised guidance qualification e.g. DipCG, DipCEIAG(HE), NVQ 4 Advice and Guidance Or • Recognised/relevant recruitment, HR, or a staff development qualification

Knowledge	<ul style="list-style-type: none"> • Demonstrable understanding of the Business School labour market for the sectors that our students target including knowledge of recruitment procedures, job profiles and career development paths <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Substantial experience in managing graduate transitions into employment (e.g. graduate recruitment or development) in a commercial environment. 	<ul style="list-style-type: none"> • Detailed knowledge or experience of key labour markets such as management consultancy, marketing, finance and technology • Knowledge of international careers and labour markets • An understanding of the key issues affecting the career choices of international students
Relevant Experience	<ul style="list-style-type: none"> • Significant experience and working knowledge either gained from similar role in another university or education setting or business school, or in recruitment 	<ul style="list-style-type: none"> • Experience of recruitment, especially conducting interviews • Experience of workshop delivery and design to diverse audiences
Disposition	<ul style="list-style-type: none"> • Self-motivated • Outcome orientated • Adaptable • Empathetic and approachable 	
Other		<ul style="list-style-type: none"> • Well-developed IT skills including Microsoft office, social media, and experience of working with statistical data

Completed by: Naeema Pasha	Date: 20/10/21
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