

JOB DESCRIPTION: CAREERS CONSULTANT

Vacancy reference:	SRF26682
Post Title:	Careers Consultant
Grade:	Grade 7
School/Department:	Careers Centre
Reports to:	Careers Consultancy Manager
Responsible for:	Career Mentoring Manager

Purpose

To develop and enhance the qualities of the Reading graduate, contributing to the University's goal of moving into the Top 20 universities for employment outcomes. The post-holder will also be responsible for overseeing our award-winning Career Mentoring Scheme.

This complex and varied role requires the post holder to provide high volume careers training and 1-1 career coaching, provide strategic consultancy to academic departments, and to engage students in a contemporary and outcome-oriented way. A part of this role relates to digital skills delivery and communications, and the post holder will also be curating, analysing and communicating quantitative data relevant to their caseload.

The role sits within our award-winning Careers department. The team recently won the "Best Undergraduate Employability Service 2018" award.

Main duties and responsibilities

- Support a student caseload for your designated Schools and departments:
 - Develop, agree, implement, and review work within and outside of the curriculum to enhance student employability. This includes designing and delivering career development learning and VLE content.
 - Run 1:1 careers appointments as part of our professional career coaching service
 - Take a proactive approach to promoting high levels of student engagement, identifying and harnessing key influencers
- Oversee the university's Career Mentoring scheme:
 - Provide guidance on strategic direction, ensuring that the scheme continues to achieve its aims in contributing to student employability.
- Provide consultancy, expert labour market analysis and advice for academics to enhance the skill development and employment outcomes of their students:
 - Establish employability as an accepted part of the culture of your allocated departments by taking the initiative and seeking to find new ways to engage staff and students in employability,
 - Compile, analyse and present quantitative and qualitative data from various sources, for example on student engagement and job market information, to identify and communicate steps the departments can take to improve employment outcomes.

- Act as a persuasive advocate, develop strong working relationships with key academics including School Directors of Teaching and Learning (SDTLs) and Teaching and Learning Deans (TLDs).
 - Initiate, and attend, regular meetings to ensure relevant colleagues are engaged and informed about careers and employability matters.
 - Contribute to embedding employability within the curriculum
 - Work with colleagues in the Careers Centre to provide a joined-up team of employability support for your caseload of academic Schools and departments.
 - Engage external speakers and panellists for allocated Meet the Professionals and other events.
- Play a full and collaborative role in the Careers Centre and contribute to the ongoing evolution and enhancement of the service.
 - Design and deliver part of the Careers Centre's central programme of workshops, 1-1 coaching and digital VLE-remote training and learning
 - Run around 300-400 one to one career coaching meetings with students and recent graduates of the University per year. Manage and record meetings on our CRM system Target Connect, reviewing and maintaining your own performance through peer review and student feedback.
 - Work independently and with colleagues in student engagement roles to ensure news and web content is produced as needed and allocated groups of students show high level of engagement with Careers and career activities.
- 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 potential student applicants and other external audiences through advice and presentations at conferences open days/visit days and other.
- Continue to develop your knowledge and understanding:
 - Research a wide range of employers, occupations, recruitment procedures and labour market trends in an ongoing way, to ensure we can provide up to date advice to students, and support internal colleagues such as our placements team, employer engagement team and academic colleagues
 - Continually develop your understanding of theory and practice of career development and related pedagogies and careers coaching through CPD including self-directed learning.

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

The post holder will manage the Career Mentoring Manager.

Contact

- Internal contacts including: the Careers Centre, University Schools and Departments, Campaigns and Supporter Engagement Office.
- External contacts including: businesses, employers and training providers.

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: May 2019

PERSON SPECIFICATION

Job Title		School/Department
Careers Consultant		Careers Centre
Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent communication skills • Excellent interpersonal skills • Excellent IT skills, especially Excel, PowerPoint, Outlook • Developing digital learning materials • Effective team work and independent work skills • Excellent organisational skills and prioritisation • Ability to produce high quality written materials for different audiences • Building effective networks 	<ul style="list-style-type: none"> • Project management skills • Skills in creating e-learning content
Attainment	<ul style="list-style-type: none"> • Degree level or equivalent • A relevant professional qualification drawn from careers, coaching or recruitment (or working towards) 	<ul style="list-style-type: none"> • BPS Level A (Test User: Occupational, Ability) • Member of AGCAS • Evidence of CPD • Teaching qualification
Knowledge	<ul style="list-style-type: none"> • Knowledge of national labour market developments • Knowledge of graduate recruitment trends and practice 	<ul style="list-style-type: none"> • Knowledge of international labour market developments and trends • Knowledge and understanding of HE employability agenda • Knowledge and experience of using social media • Knowledge of 'just in time' learning, blended learning and VLE usage • Knowledge of best practice and national trends in mentoring
Relevant Experience	<ul style="list-style-type: none"> • Experience engaging groups of individuals remotely via newsletters, social media or digital platforms • Experience promoting, marketing and driving large-scale take up of learning programmes • Experience in HE careers work and/or related areas including graduate recruitment, training, or graduate employment • Experience of using technology for training and programme delivery • Experience delivering seminars or other presentations to large and small groups • Working to tight deadlines • Budget and project management experience • Line management experience 	<ul style="list-style-type: none"> • Experience of designing and delivering careers education modules • Experience of curriculum design • Experience in designing VLE environments

Criteria	Essential	Desirable
Disposition	<ul style="list-style-type: none"> • Self-motivated • Outcome-oriented • Determined • Approachable • Adaptable • Willingness to adopt new technologies 	
Completed by: Anne Delauzun		Date: 13/05/2019