Job Description

Job Title:	Careers Consultant (0.6FTE)
Department:	The Careers Group
Section:	University of London Careers Service –
	St George's, University of London
Level:	AMP Level 7

Job Purpose:	The Careers Consultant at St George's, University of London will provide high quality, client-focused careers and employability support to students and graduates, enabling and empowering them to develop their own career development and management skills. This will be achieved through activities including one-to-one guidance appointments, online resources, workshops and events, and other bespoke careers and employability provision, tailored to the academic programmes and the needs of the students at St Georges.
	St George's is the UK's only university dedicated to medical and health sciences education, training and research. The specialist nature of many of its programmes means the postholder will need to remain up-to-date with labour market information relevant to these cohorts, in order to deliver the bespoke support required. In addition, they will need to liaise with academics and other stakeholders to plan activity, and with employers and alumni to organise and deliver careers fairs and other events. The postholder will also contribute to careers and employability-related projects, including the roll-out of the MySA (My Skills and Attributes), a tool to help students identify key employability skills they are developing through their studies, and the redevelopment and relaunch of the St George's Skills and Recognition Award. They will also support the organisation, promotion and delivery of the annual St George's Careers Week, in collaboration with students and other colleagues at the institution.
	The postholder will also be an integral part of the University of London Careers Service (ULCS) team and will benefit from opportunities to share and contribute best practice, attend team planning and professional development events, share and access resources and activities in other ULCS member institutions, and support the overarching mission of the ULCS.
	As part of the University of London, we are committed to promoting a diverse and inclusive working environment where we can all be ourselves and succeed.

1. To develop clients' career management skills through designing and delivering career development activities, using an in-depth understanding of career management skills and career development teaching and learning.

2. To deliver confidential and impartial one-to-one careers guidance appointments, applications advice and practice interviews, to support clients with all aspects of career decision making and career development.

3. To create and deliver online and face-to-face workshops and careers and employability sessions, relevant to the interests and needs of the specialist student cohorts.

4. To undertake collaborative projects to create products and services that enhance career management skills and help clients obtain opportunities, such as the MySA, St George's Skills and Recognition Award, and Careers Week.

5. To gather, analyse and use research and data on clients' career development needs and employment destinations, in order to maintain an up-to-date understanding of relevant client needs (based on background, subject of study, etc) and to identify and prioritise the most effective career development activities.

6. To maintain an up-to-date understanding of recruitment practices, in order to provide clients with feedback, coaching and support in preparing for applications, interviews and other selection methods

7. To organise and facilitate careers events, including panel events comprising employer and alumni speakers, focussed on the career interests of student cohorts.

8. To support and contribute to the in-programme career fairs and other careers events, organised by the academic Career Leads for each undergraduate programme.

9. To deal with enquiries sent to the Careers mailbox and co-manage the careers appointment booking system.

10. To promote the Careers Service internally and externally to St Georges students, graduates, staff, and other stakeholders as required.

11. To create online resources relevant to the career interests of St George's student and graduate cohorts.

12. To devise and implement specific employability projects that would benefit the student cohorts, including co-managing and supporting Student-Staff Partnership Grant and Student Advisor projects, relevant to careers and employability.

13. To build and maintain effective relationships with key stakeholders, including the Student Experience team, Alumni Development team, student representatives, and academics within faculties, in order to identify and develop appropriate employability support.

14. To build employer and alumni relationships to arrange and facilitate their contribution to events and opportunities.

15. To develop and share a good understanding of the relevant labour markets, by conducting research and engaging actively with employers and professional organisations, and to use this evidence to inform activities.

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16. To agree and meet targets and to monitor impact of your work.

17. To review, evaluate and report on activities and to use data and evidence to inform development using robust evidence, including reporting at and contributing to Careers Forum meetings.

18. To maintain an awareness of developments in Higher Education in the UK.

19. To undertake on-going professional development activities to improve professional knowledge and performance, and, where appropriate, to develop areas of specialist knowledge and expertise for the benefit of your service and the Group as a whole

20. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible. We expect all our staff to be committed to establishing and promoting a diverse and inclusive working environment where we can all be ourselves and succeed.

21. To maintain an awareness and observation of fire and health and safety regulations

22. Any other duties consistent with both the grade and scope of the post

23. Any other duties reasonably required of the postholder by the reporting manager.

Reports to:	Deputy Head of Careers, University of London Careers Service (Small and Specialist Colleges)
Responsible for:	N/A
Additional demands of the role:	N/A

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Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:
- Substantive work experience at a graduate-level, sufficient to provide direct experience of career management and career development issues relevant to our clients, including experience of designing and delivering teaching and learning experiences.

- Some experience of working with diverse groups – either by background, location, discipline or in other contexts – in an inclusive way.

Desirable:
- Some experience within Higher Education careers and employability services, sufficient to develop expertise in all our major practice areas and provide exposure to a wide range of clients.

- Previous knowledge or experience relating to science, medicine, public and global health, or healthcare policy.

TECHNICAL KNOWLEDGE & SKILLS

Essential:
- A demonstrable understanding of the structure, mission, aims and activities of University of London Career Service, University of London, The Careers Group and its constituent member services.

- The ability to communicate clearly and appropriately with a range of audiences in a variety of different situations, including in situations which demand intercultural communication and sensitivity.

- The high-level professional and interpersonal skills required to build successful working alliances and collaborate effectively with a range of different stakeholders.

- The ability to use qualitative and quantitative information to critically evaluate, demonstrate and improve the effectiveness of activities.

- The ability to think and act independently and respond appropriately to the demands of the situation.

- The ability to conceive and implement projects independently and proactively.

- The ability to plan, prioritise and implement long-term projects and regular tasks as part of a busy workload.

- The ability to identify personal strengths and weaknesses, and a willingness to develop, adapt and learn.

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- The ability to maintain motivation and resilience in demanding situations.

- The ability to approach tasks in an agile way and identify innovative opportunities to connect different aspects of the careers work of St George's with other aspects of University of London Career Service, University of London and The Careers Group.

Desirable:
- A demonstrable understanding of the careers and employability landscape of higher education in the UK.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:
- University degree or equivalent level qualification.

- GCSE English Language and Mathematics (grade C) or alternative evidence of numeracy and literacy.

- A relevant professional qualification in careers guidance and/or careers coaching

Desirable:
- None specified.

Please also see the competency requirements for this post below.

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Competency Requirements	Essential	Desirable
Academic Community focus	N/A	N/A
Adapting to change	B	
Commercial awareness (optional)	N/A	N/A
Creativity and innovation	B	C
International engagement (optional)	N/A	N/A
Interpersonal understanding	C	D
Leadership	N/A	N/A
Managing resources	A	
Organisational commitment	B	C
Proactivity and planning	C	
Problem solving and decision making	B	C
Performance Management	N/A	N/A
Resilience	B	
Staff development and commitment to learning	C	D
Stakeholder focus	B	
Working collaboratively with others	B	C

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model:

https://london.ac.uk/sites/default/files/governance/UoL-Consolidated-Competency-Model-%28Updated-Oct-2018%29.pdf