

## Careers Engagement Officer

### University of London Careers Service

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Thank you for your interest in the position of **Careers Engagement Officer at the University of London Careers Service (ULCS), part of The Careers Group, University of London.**

This pack contains all the information you will need to apply, apart from the job description that is attached to the job advertisement as a separate document.

If you find any information missing or have any queries about applying, please contact the University of London Recruitment Team on [ulrecruit@london.ac.uk](mailto:ulrecruit@london.ac.uk).

For more information on our activities, you may wish to visit our website at <https://london.ac.uk/the-careers-group> and <https://london.ac.uk/global-employability>

For an informal conversation about the role please contact James Weaver, Engagement Manager at the University of London Careers Service at [james.weaver@careers.lon.ac.uk](mailto:james.weaver@careers.lon.ac.uk)

The salary range for this role is AMP level 6 currently starting at £32,445 per annum inclusive of London Weighting. Please note that all appointments are normally made at the bottom of the pay scale unless you have relevant experience and qualifications.

This pack contains:

- An overview of The Careers Group
- An overview of the University of London Careers Service
- Additional information

To apply for this position, please visit [www.london.ac.uk/jobs](http://www.london.ac.uk/jobs) and submit your application online. The deadline for applications is at **midnight on 21 August 2022.**

We regret that we will be unable to consider late applications. If you are experiencing technical issues when applying, do reach out to the University of London Recruitment Team on [ulrecruit@london.ac.uk](mailto:ulrecruit@london.ac.uk) who will be able to assist you.

Panel interviews and assessment will take place **in week commencing 29 August 2022.** All interview and assessment activities will be conducted entirely virtually through a series of online meetings. Please make sure you are available to attend.

Please note that it is rarely possible for us to contact candidates who are not shortlisted, which means that feedback is not usually available at the shortlisting stage of the selection process. Should you wish to receive feedback after your interviews, please contact the University of London Recruitment Team on [ulrecruit@london.ac.uk](mailto:ulrecruit@london.ac.uk) who will be able to send this to you.

The University of London is an equal opportunities employer, and The Careers Group is strongly committed to creating and promoting a diverse and inclusive community of colleagues who champion equality and anti-discrimination. We particularly encourage applications from members of Black, Asian, and Minority Ethnic communities as The Careers Group are committed to diversity and inclusion.

We look forward to receiving your application.

## An overview of The Careers Group

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The Careers Group of the University of London is an expertise-led, collaborative membership organisation, set up to serve predominantly, but not exclusively, the member institutions of the University of London. The Group comprises the careers services of:

- City, University London
- Goldsmiths, University of London
- King's College London
- St Mary's University
- SOAS
- University College London
- The University of London Careers Service

The University of London Careers Service supports both distance and flexible learning students, and those at small specialist colleges in the University's federation including the Courtauld, Royal Veterinary College, St George's Medical School, the London School of Hygiene and Tropical Medicine and the School of Advanced Study. It also provides careers provision to the Institute of Cancer Research, the Royal Central School of Speech and Drama and the London Arts & Humanities Partnership.

All The Careers Group institutional services are closely aligned to the strategies for education, employability, enterprise and student experience of the institutions that they serve. This means that staff will partner with academics, professional services colleagues and students on creation and delivery of key initiatives that support the future outcomes of students. The group has over 250 staff and serves a population well in excess of 150,000 students, researchers and graduates.

The Group HQ is at Stewart House and contains the Director's office and a small central team, which supports the institutional services by coordinating recruitment and resourcing, providing professional development, supporting research and evidence-based practice, overseeing the creation and curation of shared resources, and undertaking special projects on behalf of member services and the Group as a whole. Stewart House is also the base for the University of London Careers Service.

In October 2020, The Careers Group began implementation of a new action plan for Equality, Diversity & Inclusion, shaped by external expertise in inclusion, social justice and anti-racism, and led by the Director of The Careers Group, Dr Kate Daubney. This plan takes both a collective and individual approach to reviewing learning and practice in equality and diversity, striving to improve our understanding of the differences in and the impacts of lived experience both across our staff community and among our students and other partners. We are seeking to address structural inequality and obstacles to progression in our organisation through a range of actions including: establishing an internal Advisory Panel of staff of diverse heritage to inform the Group's strategic priorities; reviewing our manager progression processes, experiences and data; and embedding approaches to building and maintaining safe spaces for all.

From October 2022, The Careers Group will offer a unique new postgraduate online learning module: [Strategic Approaches to Careers and Employability in Higher Education](#). This module will be offered as part of The University of London's [Postgraduate Certificate in Learning and Teaching in Higher Education](#). The module has been designed for global higher education colleagues with responsibility for or an interest in careers and employability strategy.

## The University of London Careers Service

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ULCS offers high quality careers and employability support to students, recent graduates, and research staff across the different disciplines of our institutions. Its mission is to enable all undergraduates and postgraduates to develop their careers and employability during their period of study and beyond. Careers Service support is typically provided for two to three years after graduation. The team consists of staff, split across different institutions and work areas as well as freelance Careers Consultants. The team work closely with students, graduates, academics, alumni teams, and other stakeholders within their colleges as well as external stakeholders such as employers.

The University of London Careers Service (ULCS) provides careers services to two distinct groups:

1. The University's distance and flexible learning programmes which includes around 50,000 students studying in countries across the world.
2. The specialist institutions of the University of London, including St George's Medical School, the Royal Veterinary College, the Courtauld, London School of Hygiene & Tropical Medicine, and the School of Advanced Study. ULCS also offers careers and employability support to two Doctoral Training Partnerships, Central School of Speech & Drama and the ICR as well as supporting the University of London Taster Courses programmes.

**Please note that this role will be supporting the University of London's distance and flexible learner activities.**

### Careers Support for University of London Distance & Flexible Learners

The University of London Careers Service delivers a fully digital career service to the c50,000 University of London distance learning students based across the world blending synchronous and asynchronous delivery. ULCS provides a global classroom that delivers transnational as well as transdisciplinary learning. This includes independent learners and students from Teaching Centres. Our students can access live delivery sessions, blending interactive webinars with career drop-in sessions as well as a range of online resources. Over 2020/21 we launched and delivered two career learning micro-modules to equip students to develop their career planning and professional skill set for the changing 2020s global market and to successfully compete for opportunities.

The University of London has agreed to expand the Careers Service provision for its distance and flexible learning students from 2022/23. As a University, we want to help enable positive graduate outcomes for our students, whether that is into their first graduate job, progression in their career, helping them to successfully change career or take up further study. Our distance and flexible learning students are not like most traditional HE (Higher Education) students, so it is important that we provide services that reflect the different career stages they are in. In order that our content meets the needs of our students, irrespective of their level of career experience, we have developed a Careers Stage Framework which segments our students into three discrete cohorts, which we describe as *career starters*, *career developers* and *career changers*. Our delivery to our student supports the needs of students across the framework, tailoring support, interventions, and support to each stage.

To find out more, please visit <https://london.ac.uk/global-employability>

The University of London Careers Service strategic principles:



The University of London Careers Service is a member of The Careers Group (TCG), the federation of careers services of the University of London Member Institutions.

## Additional Information

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### **Position**

Student Careers Engagement Officer, supporting the distance & flexible learners as part of the University of London Careers Service

### **Location**

This role will be based at the University of London, Stewart House, 32 Russell Square, London WC1B 5DN, United Kingdom.

### **Annual Leave**

Annual leave is generous. In addition to the basic leave entitlement of 30 days plus public and bank holidays, there are several University days around Easter and Christmas (when the central University of closed) on which staff do not work. This always includes the time between Christmas and the New Year.

### **Flexible working**

The University will give equal consideration, and will not unreasonably refuse, any request made to adapt working patterns and regimes to meet changes in personal and domestic circumstances. In addition, the University shall give reasonable consideration to any request made to vary normal working hours to meet an employee's religious or cultural needs or obligations.

### **Staff Development**

The Careers Group takes professional development very seriously. The Careers Group has a dedicated Professional Development Unit offering a termly programme of relevant courses.

The University of London Organisational and Staff Development Unit also runs courses covering IT skills and professional skills such as time management and giving presentations.

### **University of London Employee Benefits**

See more on this in the *UoL Employee Benefits* document that is attached to the job advertisement.