

## **Labour Market Researcher (1 year fixed term)**

### **The Careers Group, University of London**

---

Thank you for your interest in the position of **Labour Market Researcher at The Careers Group, University of London. This is a fixed term full time opportunity.**

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 UoL 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 <https://london.ac.uk/the-careers-group>.

For an informal conversation about the role please contact Magdalen Attwater, Strategic Projects Manager at [magdalen.attwater@careers.lon.ac.uk](mailto:magdalen.attwater@careers.lon.ac.uk)

The salary range for this role is **CTS level 6**, currently **£33,418 to £41,273** per annum, inclusive of London Weighting. Appointments are normally made at the bottom of the pay scale unless you have relevant experience and qualifications. You will find the University of London salary scales [here](#).

This pack contains:

- An overview of The Careers Group
- The role of the Labour Market Researcher
- An overview of The Careers Group Central Team
- 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 Sunday 2<sup>nd</sup> October 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.

Interviews and assessment exercises will take place during the week commencing the **31<sup>st</sup> October 2022**. All interviews and assessment activities will be conducted in person, in Bloomsbury, Central London. You will be notified if there is a change in circumstance and these activities go online. Please make sure you are available to attend.

Please note 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 welcome applications from colleagues committed to helping us achieve and sustain that.

We look forward to receiving your application.

## An overview of The Careers Group

---

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.

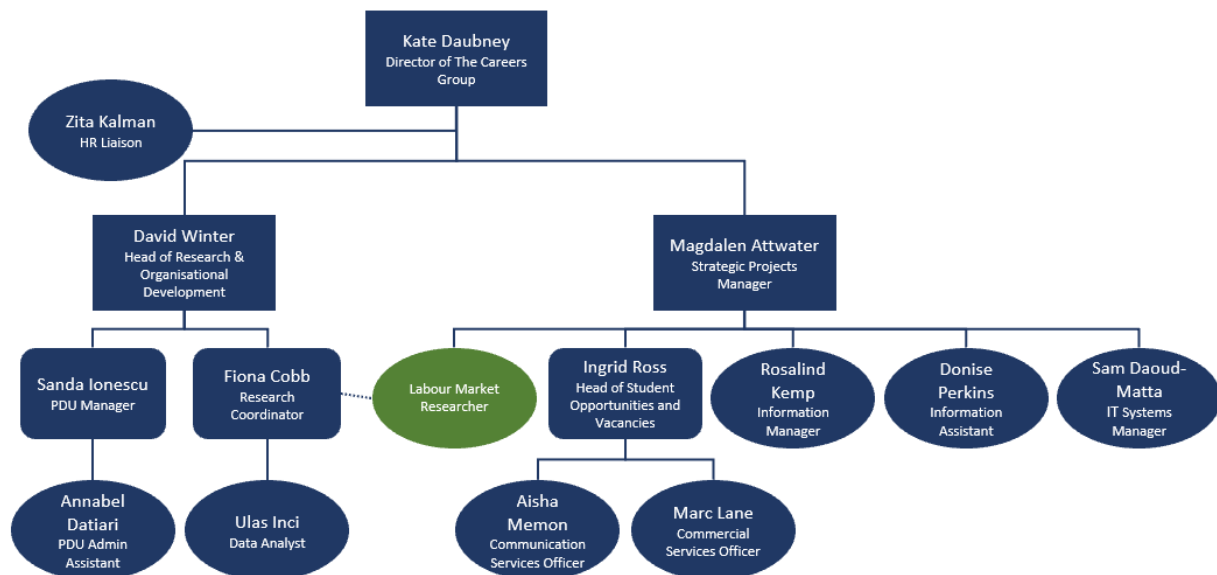
The Group HQ is at Stewart House and contains the Director's office and a small central team, which supports the institutional services by coordinating recruitment and resourcing, providing professional development, supporting research and evidence-based practice, overseeing the creation and curation 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.

## An overview of The Careers Group Central Team

---



## The role of the Labour Market Researcher

---

This role is offered on a full-time basis. It is a fixed term role for an individual with strong skills in gathering, analysing and communicating usable information on specific employment markets in the UK and overseas.

Your role will have two areas of focus:

- Gaining greater awareness of the ‘untapped’ graduate labour market in London — including specialist sectors (e.g. technology) and small/medium-sized enterprises (SME).
- Gaining a systematic understanding of selected international graduate labour markets relevant to key student groups in our member institutions

You will

- identify potential new sources of employment opportunities
- develop resources to support careers staff coaching students and graduates in their career research and job search activities
- identify employers and other contacts who could engage with collaborative careers and employability activities with the University and TCG member services
- develop strategic priorities for employer engagement activities
- provide supporting evidence for investment bids

Your work will also contribute to building the reputation of the University of London as a centre of excellence in evidence-based careers and employability development.

## Additional Information

---

### **Position**

Labour Market Researcher

### **Location**

The Careers Group, University of London  
Room 127, 1<sup>st</sup> Floor, Stewart House, 32 Russell Square, London WC1B 5DN

### **Hours**

This role can be offered on a full (35 hours per week) or part-time basis. Exact days and hours will be confirmed with the successful candidate (s), with a one-hour unpaid lunch break. CTS staff may, however, be required to work before or after their standard hours. Where members of staff need to work before or after normal hours no extra payment is generally allowed.

### **Annual Leave**

Annual leave is generous. In addition to the basic leave entitlement of 30 days plus public and bank holidays (pro rata), there are several University days around Easter and Christmas (when the central University is 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.

### **Hybrid working**

The University operates a Hybrid Working framework involving a mix of working from home and attendance at the office. Certain elements of this role would require in person meetings and travel within Greater London and may require occasional out-of-hours working in order to engage with international contacts in different time zones (for which time of in lieu would be available).

### **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.