

Careers Consultant - UCL School of Management

Thank you for your interest in the position of **Careers Consultant at UCL Careers (School of Management or SoM), 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 UoL Recruitment Team on ulrecruit@london.ac.uk.

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

For an informal conversation about the role please contact Kate Gault, Deputy Head, UCL Careers (School of Management) at k.gault@ucl.ac.uk.

The salary range for this role is AMP level 7, currently starting at £38,109 per annum inclusive of London Weighting. Please note that all appointments are normally made at the bottom of the pay scale.

This pack contains:

- An overview of The Careers Group
- An overview of UCL
- An overview of UCL School of Management
- The role of the UCL School of Management Careers Consultant
- Professional qualifications
- Additional information

To apply for this position, please visit www.london.ac.uk/jobs and submit your application online. The deadline for applications is at **midnight on Sunday 18th September 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 who will be able to assist you.

Initial skills-based interviews will take place on **Wednesday 5th October 2022** followed by a final round on **Friday 21st October 2022.** Please make sure you are available to attend on these dates.

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 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 TCG are committed to diversity and inclusion.

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.

UCL

Background Information

UCL is one of the world's top universities. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today. UCL's excellence extends across all academic disciplines; from one of Europe's largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for architecture (UCL Bartlett) and fine art (UCL Slade School). With an annual turnover exceeding £1 billion, it is a major research and education hub in London and globally.

The UCL community

UCL's staff and former students have included 34 Nobel prize winners. It is a truly international community: more than one-third of our student body – more than 48,000 strong – come from 190 countries and one-third of staff are from outside the UK. UCL offers postgraduate research opportunities in all of its subjects, and provides more than 200 undergraduate programmes and more than 400 taught postgraduate programmes. Approximately 55% of the student community is engaged in graduate studies, with about 30% of these graduate students pursuing research degrees.

Equality

UCL is proud of its longstanding commitment to equality and to providing a learning, working and social environment in which the rights and dignity of its diverse members are respected.

Some highlights are:

- **Race Charter Mark** - UCL holds a Bronze Race Equality Charter Mark award, recognising UCL's commitment to improving the representation, progression and success of minority ethnic staff and students.
- **Athena SWAN** - UCL holds an institutional Silver [Athena SWAN](#) award – this recognises our commitment to and impact in addressing gender equality.
- **B-MEntor** – [B-MEntor](#) is a mentoring scheme for black and minority ethnic staff. The mentoring scheme is a collaborative initiative with a number of London-based universities.

Please see our [Equalities and Diversity Strategy 2020-2021](#) for information on our current priorities.

UCL Careers

UCL Careers provides careers education to current students, graduates and staff of UCL, as well as recruitment solutions for employers. UCL Careers provides a 'core' service for students as well as bespoke support within some academic areas, including UCL's School of Management (SoM).

UCL School of Management

The UCL School of Management (SoM) is home to UCL's business and management research and education programmes. The School has forged a reputation for world-leading research and teaching in the areas of innovation management, the creation and growth of technology-intensive organisations, business analytics, and entrepreneurship.

The 2021 Research Excellence Framework (REF) rated 95% of the research performed in the UCL School of Management as 'world-leading' and 'internationally excellent', placing the School 2nd in the UK for Business and Management.

The School is a member of the Chartered Association of Business Schools. Our academic staff, comprised of 73 academic and education faculty, is organised around five research groups, *Strategy & Entrepreneurship*, *Organisations & Innovation*, *Operations & Technology*, *Marketing & Analytics*, and *Finance, Accounting & Economics*. We offer innovative undergraduate, postgraduate, MBA, MRes & PhD and executive programmes in Management, Entrepreneurship, Business Analytics, Business Information Systems, and Finance, designed to prepare students for leadership roles in the next generation of innovation-intensive organisations.

The School is home to over 2,000 students, with more than 55% from outside the UK. The School's faculty members also come from all over the world, with PhDs from Harvard, MIT, Stanford, Columbia, UCLA, Northwestern, Cornell, Duke, Cambridge, and London Business School among others.

The UCL School of Management takes full advantage of being part of a world-leading university through its interdisciplinary outlook and builds on close collaborations in both research and education with other UCL departments, including computer science, engineering, economics, psychology, public policy, statistics and medical sciences.

Further information about the School can be found here: www.mgmt.ucl.ac.uk/

The role of the UCL School of Management Careers Consultant

Working with our postgraduate students studying MSc Finance, MSc Management and MSc Business Analytics in the first instance, the Careers Consultant will form part of a team of Careers Consultants and Employer Engagement professionals, to plan and deliver a comprehensive Careers and Professional Development Programme. This includes a mix of workshops, seminars, 1:1 coaching and application support, ensuring that every student has access to personal, bespoke support on their own unique Careers journey, and the ability to excel in the recruitment process.

UCL School of Management's PGT students are a highly international and diverse student body, who typically look to go on to work in Management Consulting, Finance or Technology. Therefore, experience in one or more of these sectors (or in HR/Recruitment in one of those sectors) is desirable, but not essential. Some knowledge of work in those sectors, and an interest in becoming 'expert' in one or more of those areas, is important. What's crucial is a passion for mentoring/coaching others, for supporting personal development, and for working in a growing and innovative environment. Prior experience of supporting early career development, coaching or mentoring would be advantageous, or experience of working in a university business or management school.

There will also be lots of work with internal and external colleagues and stakeholders, so confidence in, and enjoyment of, developing relationships and partnership working is really important, as well as the ability to plan, lead on and manage areas of work to a high standard and agreed objectives/outcomes.

Professional Qualifications

Three areas have been identified as crucial parts of a Careers Consultant's work by The Careers Group:

- Up-to-date knowledge of the HE sector, the graduate labour market and employability-related scholarship and research
- One-to-one guidance and coaching skills
- Teaching and group facilitation

The Careers Group differentiates between *supported* and *recognised* professional qualifications. Supported professional qualifications cover all three identified areas to a satisfactory level by including certain modules, TCG pathway. Recognised qualifications may cover these areas partly but not fully.

Careers Consultants, who do not have prior relevant qualification, will be required to undertake one of the supported professional qualifications, to become certified professionals and gain knowledge which will support them directly in their Careers Consultant work.

Careers Consultants who have any of the recognised professional qualifications will not be required to undertake a supported professional qualification but may be required to attend additional training modules to be seen as certified professionals by The Careers Group.

Careers Consultants who have any of the supported qualifications but do not cover all modules in The Careers Group pathway may be required to attend additional training modules.

Appointed Careers Consultants will be required to undertake a professional qualification or additional module(s) after passing their probationary period. They will be fully funded by The Careers Group.

The currently **supported** qualifications are:

- Postgraduate Diploma in Career Education, Information and Guidance in Higher Education (PGDipCEIGHE) by AGCAS/Warwick

TCG pathway involves the core modules and

1. Guidance Skills (Advanced),
2. Employability and Career Development Learning,
3. Any other two modules

The currently **recognised** qualifications are:

- PGDipCEIGHE (Post-Graduate Diploma in Careers Education, Information and Guidance in Higher Education) - not following TCG pathway
- Postgraduate Diploma in Careers Coaching by University of East London
- QCG (Qualification in Careers Guidance)
- DipCG (Diploma in Careers Guidance)
- Cert CEIG HE (Certificate in Careers Education, Information and Guidance in Higher Education)
- Dip CEIG HE (Diploma in Careers Education, Information and Guidance in Higher Education)
- MA in Careers Guidance in Higher Education
- S/NVQ Level 4 in Advice and Guidance
- MSc Career Management and Counselling

Additional Information

Position

Careers Consultant working with UCL School of Management

Location

Hybrid – with a mix of on-campus and remote working if desired. On campus delivery for PGT students usually takes place at the School's Canary Wharf site (One Canada Square), whilst the main UCL Careers office is based in Bloomsbury.

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.