

## **CAREERS CONSULTANT – St Mary’s University, Twickenham (Full Time, Permanent)**

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Thank you for your interest in the position of **Careers Consultant at St Mary’s University Twickenham, 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](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>, or the St Mary’s Careers Service <https://www.stmarys.ac.uk/student-support/careers/careers.aspx>

For an informal conversation about the role please contact Vinny Potter, Team Leader at St Mary’s Careers Service [Vincent.potter@stmarys.ac.uk](mailto:Vincent.potter@stmarys.ac.uk)

The salary range for this role is AMP level 7, currently £38,109 - £45,953 per annum (pro rata), inclusive of London Weighting. Please note that all appointments will be to Career Consultant (AMP level 7). Appointments are normally made at the bottom of the pay scale unless you have relevant experience and qualifications. Financial support to obtain the required qualification is part of the package for successful candidates in this category.

This pack contains:

- An overview of The Careers Group
- An overview of St Mary’s University, Twickenham and the St Mary’s Careers Service
- The role of the Careers Consultant
- Professional qualifications
- 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 Friday 30th June 2023.**

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.

There will be two interview stages. These interviews will take place **on Tuesday 11th and Friday 14th July 2023. Interviews will take place at St Marys University, Twickenham.** Please make sure you are available on these dates.

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 particularly encourage applications from members of Black, Asian, and Minority Ethnic communities as TCG are committed to diversity and inclusion. St Mary’s also has a particularly diverse team which reflects the diverse nature of the student body that we serve.

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.

## **An overview of St Mary's University and the St Mary's Careers Service**

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### **St Mary's University, Twickenham**

**Established in 1850 and with a deep heritage in education, St Mary's has a strong reputation for teaching excellence and a student-centred approach.**

With an original intake of just six students, St Mary's has now grown to a diverse population of almost 6,000 undergraduate and postgraduate students across four academic faculties and institutes; the Institute of Business Law and Society, the Faculty of Sports, Allied Health and Performance Sciences, the Institute of Theology and the Liberal arts and the Institute of Education.

As a public University with a faith identity, St Mary's welcomes students and staff of all faiths and none. The powerful sense of community that characterises St Mary's is a product of our ethos and the core values that underpin it: inclusiveness, generosity of spirit, respect and excellence.

Our vision for the future is focused on people and place, with the aim of creating a positive learning environment centred on our campus community in Strawberry Hill. We strive to create the best possible conditions for our students and staff to develop into independent problem solvers and ethical leaders, enthusiastic about knowledge and learning, and able to get things done. Academic rigour is central to all our programmes. We are constantly building on those strengths to provide wide-reaching opportunities for students to grow and make a positive impact on the world.

### **St Mary's Careers Service**

St Mary's Careers Service is part of the Employability Services, alongside the Centre for Workplace Learning and Placements Team. Employability Services work with colleagues across the university to deliver the institutional Employability Strategy, which includes embedding employability within all of our degree programmes and extra-curricular activities.

The Careers Service provides high quality, student-focused careers education, alongside confidential, impartial information, advice and guidance to students (past, present and future) and staff. This is typically in relation to topics such as:

- Preparing effective CVs and applications
- Preparing for and performing well in interviews and assessment centres preparation and skills
- Finding jobs (full-time and part-time), internships, work experience, work placements, and volunteering opportunities
- Making informed career choices
- Career planning and management
- Further study
- Working or studying abroad
- Networking
- Managing your online profile
- Starting a business, becoming self-employed, or freelancing

We provide a range of services, including one-to-one careers guidance appointments; bespoke, in-curriculum careers provision within individual academic departments; internship opportunities; targeted employability programmes for students from Black, Asian and Minority Ethnic backgrounds, and those with disabilities, specific learning differences and long-term health conditions; enterprise support; careers fairs, webinars and employer-led events; employability training for students in leadership roles on campus; and the St Mary's

Award, which helps students reflect on, articulate and gain recognition for articulate the skills they have gained from the things they do.

The team is pivotal in ensuring the effective provision of a high-quality, student-focused careers and employability service that best prepares graduates for a competitive recruitment market.

## **The role of the Careers Consultant**

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In addition to providing high quality careers support students, graduates and staff from across the institution, this role will be responsible for delivering in-curriculum and other bespoke careers and employability provision to one of our faculties.

The candidate will ideally be experienced in providing recommendations and feedback to stakeholders at different levels and tailoring their communication to particular audiences. They will also ideally be adept at conceiving and managing projects independently and proactively and, most importantly, demonstrate an ability to work with a diverse cohort of students in an inclusive way.

To be read in conjunction with the Careers Consultant Job Description below.

### **Overview**

To provide careers advice, activities and resources for students and graduates that enables them to make well-informed and effective choices and plans for their future.

### **Main activities**

- Confidential and impartial one-to-one careers guidance appointments lasting between 20 minutes to 1 hour (for practice interviews)
- Creation and delivery of online and face-to-face workshops and in-curriculum careers and employability sessions, relevant to the interests and needs of student cohorts
- Creation of online and printed resources relevant to the career interests of student cohorts
- Creation and delivery of webinars and online employer panels focussed on the career interests of student cohorts
- Conception and implementation of specific employability projects that would benefit our student cohort.
- Building and maintaining effective relationships with key stakeholders, including relevant student support services, academics within faculties (in particular, the Faculty of Sport, Allied Health and Performance Science), and the Student Union
- Overseeing the coordination and training associated with the St Mary's Award
- Gaining and sharing a good understanding of the labour market and using this evidence to inform activities
- Reviewing and reporting on activities to inform development using robust evidence
- Maintaining awareness of developments in Higher Education in the UK and worldwide

## Professional Qualifications

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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 Guidance and Development, University of Huddersfield (blended online and face-to-face courses, 2 year part-time)  
<https://courses.hud.ac.uk/2022-23/full-time/postgraduate/career-development-and-employability-postgraduate-diploma>
- Postgraduate Diploma in Career Education, Information and Guidance in Higher Education (PGDip CEIGHE) by AGCAS/Warwick  
<https://warwick.ac.uk/study/cll/courses/professionaldevelopment/careerstudies/ceighe/ceighediploma/>

TCG pathway involves two core modules (Career Development Theories and Challenges of Careers Work in Higher Education) plus

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

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**

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### **Position**

Careers Consultant

### **Location**

Careers Consultants are located at all colleges of The Careers Group, University of London. The current vacancy is at St Mary's University Careers Service, St Mary's University Park, Waldegrave Rd, Twickenham TW1 4SX.

### **Hours**

35 hours per week, with a one-hour unpaid lunch break. We expect this role to be flexible, with 2 days per week working from home. Remote working days to be agreed with line manager, based on service needs. However, this may change over time. AMP level staff may, on occasion, 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, but time off in lieu may be agreed with your line manager.

### **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.