

## **CAREERS CONSULTANT (0.6FTE/3 days a week) – University of London Careers Service (St George’s, University of London)**

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Thank you for your interest in the position of **Careers Consultant at the University of London Careers Service (ULCS), part of The Careers Group, University of London**. The role will be based at the **St George’s, University of London**, one of small and specialist colleges within UoLCS.

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 George’s Careers Service <https://www.sgul.ac.uk/for-students/careers>.

For an informal conversation about the role please contact Oby Oputa, Deputy Head of Careers at the University of London Careers Service at [obi.oputa@careers.lon.ac.uk](mailto:obi.oputa@careers.lon.ac.uk).

The salary range for this AMP level 7 role, is currently £39,109 - £43,337 per annum (pro rata) depending on prior experience and qualifications. This is inclusive of London Weighting. Please note that appointments are normally made at the bottom of the pay scale, but as we are asking for relevant experience and qualifications, we would expect appointments for this role to be at the mid-point of the pay scale. You can find more information on the University of London salary scales at: <https://london.ac.uk/about-us/work-for-us>.

This pack contains:

- An overview of The Careers Group
- An overview of the University of London Careers Service (UoLCS)
- An overview of the St George’s, University of London
- Professional qualifications
- Additional information (plus information on application form questions)

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 **Wednesday 19<sup>th</sup> of July 2023**.

*Please look at the **additional information section (information on application form questions section)** for further guidance on completing the application questions and links to useful resources that will support your application.*

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 will take place on **Monday 31<sup>st</sup> of July and Tuesday 1<sup>st</sup> of August 2023** (candidates will only need to attend on one of these dates). 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 antidiscrimination. 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

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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  
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 the University's 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 colleagues 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.

## **The University of London Careers Service (UoLCS)**

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UoLCS offers high quality careers and employability support to students, recent graduates and research staff across the different disciplines of our institutions. Our 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 (UoLCS) provides careers services to two distinct groups:

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. UoLCS 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.

The University's distance and flexible learning programmes which includes around 45,000 students studying in countries across the world.

This role is working in St George's, University of London, one of the specialist institutions supported by UoLCS.

## **St George's, University of London**

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St George's, University of London is the UK's only university dedicated to medical and health sciences education, training, and research. We are a modern, innovative academic and research organisation built upon a rich history stretching back 250 years. Alumni include John Hunter, known as the father of modern surgery, and Edward Jenner, creator of the first vaccine, used to eradicate smallpox. Our mission is to pursue excellence in academic medicine, healthcare and science, informed by a global outlook. We create and share knowledge and aim to inspire and develop people who contribute to and improve society.

We share a site with St George's Healthcare NHS Trust, one of the UK's largest teaching hospitals. Our smaller size lends a genuine community feel – students and staff can walk the corridors of our facilities from clinical teaching room to laboratory to hospital ward or clinic. A full list of the programmes available at St Georges can be found at: <https://www.sgul.ac.uk/study/courses>.

Research work at St George's is focused within three research institutes: Molecular and Clinical Sciences, Infection and Immunity and Population Health. We aim to improve the prevention, diagnosis and treatment of disease in areas including infection and immunity, heart disease and stroke, and cell signalling. We are also focused on enhancing understanding of public health and epidemiology, clinical genetics, and social care sciences.

We are committed to equality, diversity and inclusion (EDI&) and continuously work towards ensuring that it is placed at the heart of everything that we do. This statement applies to all who work, study or volunteer with St George's. Explore these pages to find out more about ED&I at St George's: <https://www.sgul.ac.uk/about/equality-diversity-and-inclusion-edi/about-edi-at-st-georges>.

For more information, please visit: <https://www.sgul.ac.uk>.

### **St George's Careers Service**

The St George's Careers Service provides high quality, student-focused careers education, alongside confidential, impartial information, advice and guidance to under- and postgraduate students, and St George's graduates. Our range of services includes:

- One-to-one, careers guidance appointments that enable students to explore any career or employability questions or concerns, career options and planning, job hunting strategies, application technique, networking, gaining work experience, and interview support (including practice interviews). We typically deliver over 300 appointments per year.
- In-programme, timetabled careers workshops, tailored to the needs of students by academic discipline and year group, alongside optional, extra-curricular careers workshops.
- Careers events including alumni panel discussions, employer-led workshops, and support for the career fairs organised within each programme.
- Online careers information, advice and guidance resources, including access to subscription services such as Interviewing.com, Graduates First and GoinGlobal and a job board.
- An annual Careers Week, featuring a range of career and employability activities to meet the needs and interests of the student cohorts at St George's.

We also support our graduates through online careers resources, and access to careers events and careers guidance appointments. In October 2021 we expanded our service from those who graduated within the past two years to offering a lifelong service and are currently in the process of scoping and developing an appropriate package of lifelong support.

We are also supporting the rollout of MySA (My Skills and Attributes) across all the degree programmes, alongside supporting the redevelopment and relaunch of the St George's Skills and Recognition Award. MySA is designed to help students identify where and how they are developing key employability skills through their studies and encourage them to commit to engaging in opportunities to further practise these skills. The Award enables students to reflect on and convincingly articulate the skills and experiences they have gained (see: [www.sgul.ac.uk/for-students/careers/georges-skills-and-recognition-award](http://www.sgul.ac.uk/for-students/careers/georges-skills-and-recognition-award) for more information)

The Careers Service currently comprises 1.2FTE Careers Consultant time, with support from the wider ULCS team, including the management team; as well as other stakeholders across St George's, including the Student Experience and Alumni Development teams, and the academic Career Leads for each undergraduate programme. The postholder will work closely with a second Careers Consultant (0.6FTE), making this an exciting opportunity to help shape the careers provision at the St George's.

The specialist nature of the programmes offered at St George's requires the Careers team to remain up to date with labour market information relevant to these cohorts.

Find out more at [www.sgul.ac.uk/for-students/careers](http://www.sgul.ac.uk/for-students/careers).

### **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. Recognised qualifications may cover these areas partly but not fully.

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.

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/>

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

**Please note for this role, we are looking for candidates who have experience within Higher Education careers and employability services and have a relevant qualification in careers guidance or coaching.**

## Additional Information

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### Position

Careers Consultant

### Location

The current vacancy is at the University of London Careers Service, but is based at St George's, University of London, Cranmer Terrace, London SW17 0RE. St George's has adopted a hybrid working model, meaning the postholder will be expected to work on campus at least one day per week and available to deliver in-person group delivery and in-person one-to-one careers appointments, as required. This model will be reviewed periodically and the postholder will be expected to work to the same model as St George's staff.

### Hours

21 hours per week (days to be agreed), with a one-hour unpaid lunch break. AMP 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, but time off in lieu can be arranged.

### Annual Leave

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

### Flexible working

The SGUL has adopted a hybrid working model where staff are expected to be on campus for 40% of their working week (pro rata for part time staff). This model will be reviewed periodically and the postholder will be expected to work to the same model as SGUL staff.

The University of London 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. However, all requests made to the University will be considered in light of contractual obligations and service expectations at SGUL.

### 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.

**Application form information (guidance):**

The application form asks you to address the following questions:

1. Please outline your reasons for applying for this role and any further information in support of your application
2. What current challenges and issues within the higher education sector are you aware of and what impact do you think they would have on your work?
3. Please highlight three achievements from your past experience and explain how they demonstrate your suitability for the role?

Please ensure that you answer these questions as fully as possible, providing specific examples of your motivation and experience, which you feel are relevant.

We have attached links below to resources would also be very useful background reading material for the application and interviews for this post, where you'll be expected to illustrate a clear understanding of key aspects of the HE careers and employability landscape:

- [https://www.officeforstudents.org.uk/media/490d884f-03aa-49cf-907d-011149309983/condition\\_b3\\_baselines.pdf](https://www.officeforstudents.org.uk/media/490d884f-03aa-49cf-907d-011149309983/condition_b3_baselines.pdf)
- <https://www.brightnetwork.co.uk/employers/bright-network-research-report/>
- <https://wonkhe.com/blogs/student-engagement-in-careers-activities-is-in-decline/>
- <https://wonkhe.com/blogs/were-doing-engagement-on-careers-and-employability-all-wrong/>
- <https://wonkhe.com/blogs/finding-students-in-data/>
- <https://wonkhe.com/blogs/what-if-theyre-all-part-time-students-now/>
- <https://wonkhe.com/blogs/drawing-links-between-insight-practice-and-student-success/>
- <https://business.linkedin.com/talent-solutions/global-talent-trends>
- <https://wonkhe.com/blogs/the-four-main-areas-to-focus-on-for-student-outcomes-and-graduate-employability-in-2023/>
- <https://www.hepi.ac.uk/wp-content/uploads/2021/10/Paying-more-for-less-Careers-and-employability-support-for-international-students-at-UK-universities.pdf>
- <https://www.hepi.ac.uk/wp-content/uploads/2022/12/How-can-you-help-me-Students-perspectives-on-careers-services-and-employment.pdf>
- <https://www.universitiesuk.ac.uk/universities-uk-international/insights-and-publications/uuki-publications/scale-uk-higher-education-transnational-3>
- <https://www.advance-he.ac.uk/news-and-views/how-can-universities-respond-data-skills-gap>
- <https://luminate.prospects.ac.uk/five-key-takeaways-from-new-graduate-outcomes-data>

**Join our webinar:**

**Through the looking glass:** A brief guide for those interested in working in Higher Education and for the University of London Careers Service.

- Date: Tuesday, 11<sup>th</sup> of July 2023
- Time: 12pm – 1pm
- Location: online (zoom)

The webinar is especially valuable to those looking to take their first step into a higher education careers/employability focused role, and/or interested in working in the future for the UoLCS, in one of our role profiles, which include **Careers Consultant, Data Analyst Employer Engagement, Information Specialist, and Student Engagement.**

**The webinar will include:**

- An overview of UoLCS structure and team.
- Key themes and factors across the HE landscape explored through the lens of our work at UoLCS.
- Useful tips and resources relevant to applying and interviewing for roles within UoLCS and HE.
- Insights around what some of our team members do in their roles, how they got into HE
- Opportunities for questions and answers.

The workshop will be delivered by [Victoria Wade](#), Director, University of London Careers Service; [Laura Brammer](#), Deputy Head of University of London Careers Service – Distance and Flexible Learners; [James Weaver](#), Engagement Manager; and [Oby Oputa](#), Deputy Head of University of London Careers Service - Small Specialist Colleges

**Click the link below to register and book your place:**

<https://us06web.zoom.us/meeting/register/tZMkceCpqDsiE9BpCPz17U64zTOez2ojdet>

*Please note: The webinar is not meant to be a comprehensive guide but a brief introduction and overview, with useful tips and insights to complement your own research.*