

Job Description

Job title	Careers Consultant (Disability lead)
School / department	Careers – Student Services
Grade	6
Line manager	Careers Team Manager
Responsible for	n/a

Main purpose of the job

Act as the lead Careers consultant in supporting students and graduates with disabilities in developing their career plans and entry to graduate level work. Lead the development of accessible teaching and learning around career planning working closely with academic colleagues and other members of professional services.

- To provide professional career guidance and employability support to students and graduates of the University through a range of teaching and learning activities and individual consultations. To utilise specialist knowledge of career development learning and theory and in collaboration with academic schools and the wider community meeting the challenges of the current employability agenda and support the future career success of students and graduates.
- To lead the careers and volunteering team in tackling the progression gap for students with a disability or a long-term health condition to fulfil the requirements of the Access, Participation and Progression contract with the Office of Students.
- This appointment requires a flexible approach to working hours including rota based out of hours cover when required. The post holder will also be required to work across all of UWL sites.
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Key areas of responsibility

- Act in a consultative role to academics in embedding employability in the curriculum.
- Designing and delivering careers development learning programmes within academic schools.
- Conduct one to one advice and guidance sessions with students and graduates and respond to email enquiries
- Develop, and deliver career planning and employability skills through extra curricula discipline specific and generic workshops, projects and employer events both internally and externally facing to meet needs of external collaborations and projects the university is committed to.
- Create and deliver online careers programmes for students and graduates which will support them in the transition from university to employment or further study
- Analyse data related to career thinking, service usage/engagement and graduate outcomes in order to inform development of the service for those with a disability or long-term health condition
- Collaborate with academic colleagues and professional services staff in developing employability skills alongside the curriculum for students with disabilities in line with the departmental ethos of integration and an holistic approach

- Work with the alumni team to involve graduates with lived experience of disability to mentor present students
- Support the Volunteering team in delivering the Leadership programme for students with disabilities and long-term health conditions
- Develop and maintain contacts with employers, professional bodies, locally and nationally, in order to keep up to date with current labour market trends and employer needs
- Work closely with the employment team to establish and maintain networks with organisations that support students with disabilities and long-term health conditions access the graduate job market
- Work the placement and employment team to encourage employers to develop more inclusive recruitment practices
- Create a bank of resources for use of all colleagues for use in working with students with disabilities
- Use IT for communication (social media), keeping records (database) and researching and producing careers information (digital, website, blogs)
- Contribute to appropriate academic committees at School level
- Contribute to the development and promotion of the Service by horizon scanning and networking regionally and nationally to connect with best practice and innovative practice in the sector
- Take responsibility for own continuous professional development including attending training -events, reviewing publications and networking relevant to careers and the specialist nature of the role
- Represent the institution on the national AGCAS disability network group
- Support and promote equality of opportunity in all activities and aspects of the post
- Ensuring all activities undertaken follow the Universities safety and GDPR policies

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Degree or equivalent A qualification related to careers guidance e.g. QCG, DipCG, NVQ Level 6/7	
Knowledge and experience	Relevant experience of careers work with higher education students and graduates Experience of working with students who have disabilities or long-term health conditions Experience of preparing and delivering accessible presentations and workshops to small and large groups in person and online. Experience of the graduate labour market and graduate recruitment and selection processes including an understanding of disclosure	Teaching Qualification – Fellow of Advanced HE
Specific skills to the job	Ability to combine careers theory and practice in order to work effectively with students and graduates on a one-to-one basis and in groups Computer literate and able to use a range of software tools for presentations, and producing careers materials Familiar with the use of social media	
General skills	Ability to communicate effectively both orally and in writing with a wide range of people at different levels both inside and outside of the University Well organised and able to prioritise Ability to work as part of a team. Ability to work with people from a wide range of backgrounds, ages and nationalities	Ability to create content for online platforms
Other	A friendly, approachable and helpful manner	

	Willingness to adapt to change and learn new skills	
	Ability to cope with a variety of tasks under pressure	
Disclosure and Barring Scheme	This post requires a standard DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		