

Job Description

Job title	Careers Consultant
School / department	Careers, Student Services
Grade	6
Line manager	Careers Manager
Responsible for (direct reports)	Careers Team Manager
Date of creation or review	01/06/2025

Main purpose of the job

- To undertake a full range of careers consultant activities including providing individual advice and guidance to students and graduates, developing and delivering workshops
- To enhance the employability of students and graduates through the curriculum by working collaboratively with a range of stakeholders

Key areas of responsibility

- conduct one to one advice and guidance sessions with students and graduates and respond to email enquiries
- develop and deliver employability through discipline specific and generic workshops, projects, and employer events
- collaborate with academic colleagues in developing employability skills within and alongside the curriculum
- develop and maintain contacts with employers and professional bodies, locally and nationally, in order to keep up to date with current labour market trends and employer needs
- use IT for communication (social media, teams), keeping records (database) and researching and producing careers information (print, website)
- contribute to appropriate academic committees at School level
- contribute to the development and promotion of the Service
- support and promote equality of opportunity in all activities and aspects of the post
- take responsibility for own continuous professional development including attending training events, reviewing publications and networking

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Degree or equivalent	Essential	X		
	A qualification related to careers guidance e.g. QCG, DipCG, NVQ Level 6	Essential	X		
Knowledge and experience	Relevant experience of careers work with higher education students and graduates	Essential			
	Experience of preparing and delivering presentations and workshops to small and large groups	Essential			
	Experience of the graduate labour market and graduate recruitment and selection processes	Essential			
	Experience of working with postgraduates	Desirable			
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	Essential			
	Computer literate and able to use IT for presentations, internet searches and producing careers materials	Essential			
	Familiar with the use of social media	Essential			
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	Essential			
	Well organised and able to prioritise	Essential			

	Ability to work as part of a team.	Essential			
	Ability to work with people from a wide range of backgrounds, ages and nationalities	Essential			
	Ability to write for the website and various blogs	Desirable			
Other	A friendly, approachable and helpful manner	Essential			
	Willingness to adapt to change and learn new skills	Essential			
	Ability to cope with a variety of tasks under pressure	Essential			

Disclosure and Barring Scheme Is a DBS Check required: DBS This post requires a standard DBS check D

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**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.

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, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.