

# CANDIDATE PACK

## Careers Consultant

Student & Academic Services

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.





# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.





# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.





# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

**Job Title: Careers Consultant**

**Reports to: Careers & Employability Service Manager**

**Department: Student & Academic Services**

**Grade: NG6**

## PRINCIPAL ACCOUNTABILITIES

1. To deliver career education, information and guidance to students and graduates through individual consultations, interactive group sessions, lectures, online ICT provision and outreach activities at University sites.
2. To manage individual portfolios of careers and personal development work with specific academic teams within the University.
3. To teach and assess Career Management Skills programmes within the curriculum, to customise the programmes to the needs of individual faculties and to train and advise academic staff in their delivery.
4. To establish collaborative relationships with employers whilst maintaining a thorough knowledge and understanding of a wide range of occupations, recruitment procedures, labour market trends etc. in order to provide a high quality, informed service to our customers and to implement strategic partnerships with major public and private sector employers in line with the University's Strategic Plan.
5. To develop new procedures and initiatives and manage individual projects that enhance student and graduate employability and career development and form part of key University strategies, e.g. Employability Strategy and Teaching and Learning, taking full responsibility for their design and implementation, and to monitor and evaluate these projects in relation to learning outcomes. This will form approximately 20% of the annual objectives for this role.
6. To conduct periodic research activities that facilitate the work of the Employability Team with students and academic staff, and which contribute to both labour market intelligence and the University's strategic objectives.
7. To contribute to the provision of written information, in a variety of formats, for the service's stakeholders.
8. To develop and apply expertise in ICT to maintain and develop web based careers development and delivery tools. This will include contributing to the development and maintenance of online careers support packages and resources to implement innovative ideas to increase engagement.





9. To undertake any other duties within their competence, as allocated by the Careers and Employability Service Manager and/ or Head of Employability and Graduate Success, as appropriate.

## CONTEXT

This role is one of a team of Careers Consultants who work together to contribute to the widening of access of, and the implementation of continuous quality improvement in, the delivery of CEIG to undergraduates, postgraduates, and alumni. A key responsibility of the job will be to engage in the continued roll-out of Career Management Skills programmes within the curriculum and undertake further development of materials and assessment of accredited programmes in conjunction with the Careers and Employability Service Manager, to support wider access.

The design and production of information in a variety of media is an important element of this role, and the postholder will be expected to contribute to newsletters, web pages, reports and other documentation.

The Careers and Employability Team places the website and Engage platform at the heart of its service in delivering CEIG to all key stakeholders - students, academics, alumni, employers and the wider community - and the post holder will be expected to contribute to its development and update.

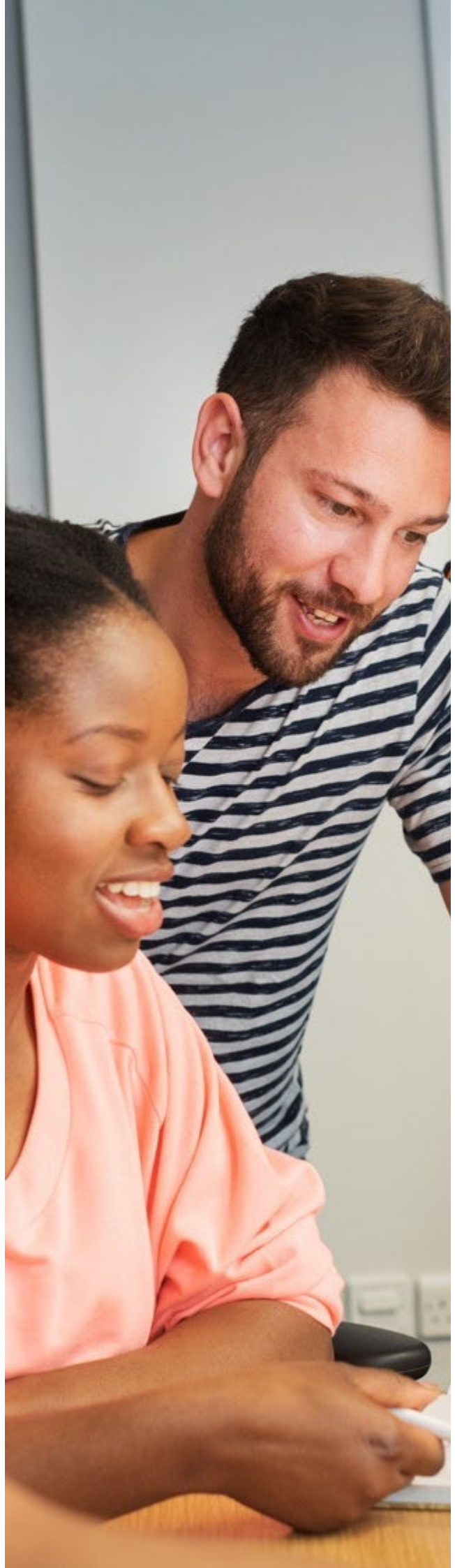
Effective communication with all our stakeholders, i.e. students, graduates, employers, academics and other University staff and external professional and community-based organisations is paramount, and the post holder will be expected to maintain and expand the team's network of contacts. Collaborative working on projects with partners, both across and outside the University, is playing an increasing role in the Department's activities.

Graduate Employability is one of 7 key measures of success in the University of Westminster's strategy. Careers and Employability colleagues work in cross-functional teams and on collaborative projects, within the University and with external partners to increase graduate employability. The Careers and Employability Service is committed to continuous quality improvement in services and places student experience and outcomes at the heart of our work.

The Careers and Employability Service, based in Student and Academic Services, is organised into 3 teams - Careers Advisory Services, Work Experience and Recruiter Engagement, and Student Engagement and Projects.

The job will be based at a named site, but all University appointments are made on the understanding that colleagues may serve at any of the service points should the need arise.

Student and Academic Services (SAS) provides professional, efficient, effective and consistent researcher and student-focused support and services across the University's main sites in the West End and at Harrow. It will lead on professional support for a wide range of governance, research, learning and





wellbeing interventions that enhance the experience of students, colleagues and alumni throughout their relationship with the University.

The service components of SAS are:

- Advice and Funding
- Careers and Employability Service
- Disability Learning Support
- Interfaith Advice
- Learning Innovation and Digital Engagement
- Library Services
- Research and Scholarly Communications
- Research and Knowledge Exchange Office
- Student Residences
- Student Counselling
- University Records and Archives

To have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

## KEY RELATIONSHIPS

Other teams within SAS, colleagues in Careers and Employability, academic staff, including those leading Employability, Alumni Officers, Academic Registrar's Department, Outward Mobility staff, employers, students.

## DIMENSIONS

This role has no budget or line management responsibility.



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- A degree, or equivalent practical experience, is essential although it may be in any discipline.
- A relevant postgraduate qualification or equivalent practical experience is also essential.

### Desirable

- Membership of a relevant professional body e.g. HEA, AGCAS, ASET, CIPD

## TRAINING AND EXPERIENCE

### Essential

- Candidates should have significant career portfolio and personal development work experience within the public sector or a commercial setting.
- Experience delivering both 1:1 interventions and training and development provision
- Experience of providing services to students or young adults in an education environment.
- Understanding and knowledge of Higher Education, curriculums and careers and progression routes.
- Experience of owning and managing project based initiatives, including report writing and analysis of key documents.
- Experience of managing change, marketing to, and influencing academics and employers.
- Experience of web-based career development tools.
- High standard of numeracy and literacy.
- Highly IT literate with excellent MS Office skills.
- Experience in planning and prioritising deadline driven work.
- Candidates must have proven written and oral communication skills and be experienced in both report writing and facilitating the development of both individuals and groups.

### Desirable

- Experience of working in a Careers Services department in a HE Institution.





## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Candidates must possess good consultancy skills and an ability to build close and effective links with both academics and employers. Negotiation and persuasion skills are also important.
- Candidates must have a willingness to learn and become conversant with online careers guidance systems and must have up-to-date IT skills to provide reports and on-line careers education, information and guidance to all stakeholders.
- Ability to source, analyse, evaluate and communicate information relevant to the task, customised to a range of audiences.
- Ability to work effectively under pressure and to tight deadlines with a minimum of supervision.
- Ability to work as part of a team but able to prioritise and manage personal workloads.
- Ability to work effectively under pressure and to tight deadlines with a minimum of supervision.
- Ability to use IT systems and software appropriate to the role.
- Ability to establish good working relationships with staff, students and external bodies.
- Ability to effectively deliver conflicting priorities and challenging workloads by maintaining focus on agreed objectives and deliverables whatever the circumstances and monitoring progress against targets.
- Ability to use tact and discretion when working with sensitive and personal issues.
- It is essential that candidates have the ability to work effectively and collaboratively under pressure in a busy team and possess high levels of personal motivation to enable them to contribute effectively to a quality-orientated service.
- A pro-active approach to problem solving.
- Self-motivated with a flexible positive attitude.
- Ability to work well under pressure on own initiative and part of a busy team.
- Commitment to personal and professional development.
- Positive about the benefits of change.
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in



which harassment and discrimination are neither tolerated nor acceptable.

- Although based in Central London, candidates must be prepared to travel to Harrow on occasion and may be required to work on other sites in Central London.





# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae.
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 18 August 2024.**

**Interviews will take place on 02 September 2024.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

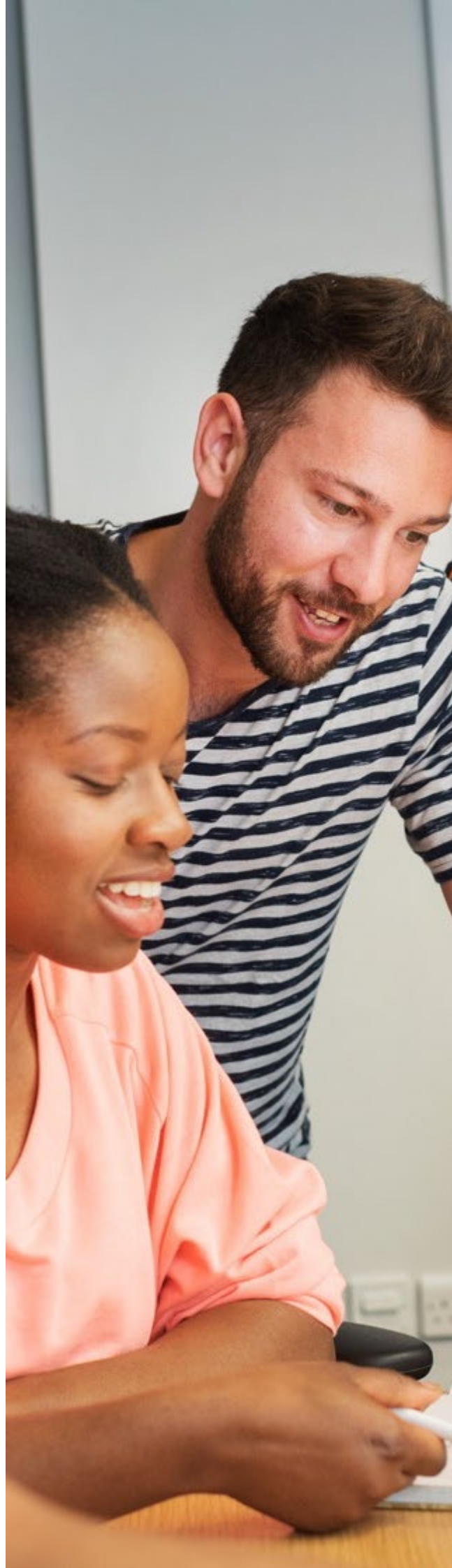
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.







[westminster.ac.uk](https://www.westminster.ac.uk)

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