

NOTE This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.

JOB TITLE: Careers Consultant Project Officer (Early Careers Support)

REPORTS TO: Careers and Employability Service Manager

GRADE: NG6

PURPOSE: To project manage the Early Careers Support initiative and deliver and manage Careers Education, Information and Guidance (CEIG) activities and initiatives which enhance clients' employability and career development.

PRINCIPAL ACCOUNTABILITIES

- 1.** A key responsibility of the job will be to design, develop and deliver a programme of activities for the graduating cohorts of the Class of 2021, as well as for the recent Class of 2020 (the Early Careers Support project), in conjunction with the Careers and Employability Service Manager and colleagues in the Alumni Relations team. The postholder will also work on specific activities to support the successful Graduate Outcomes of Taught Postgraduates.
- 2.** For the Early Careers Support project, take full responsibility for the design and implementation of the project, and set up systems to monitor and evaluate the project in relation to agreed outcomes. A key part of this project will be the development of a plan which addresses how to reach graduates who have not previously engaged with the Careers and Employability Service, especially those from under-represented groups.
- 3.** To deliver careers education, information and guidance to students and graduates (UG and PG) through individual consultations, interactive group sessions, lectures, online ICT provision and outreach activities at University sites and/or online.
- 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 conduct periodic research activities that facilitate the work of the Employability Team with students and academic colleagues and which contribute to both labour market intelligence and the University's strategic objectives.
- 6.** To contribute to the provision of written information, in a variety of formats, for the service's stakeholders

7. To develop and maintain online tools and resources of particular relevance to the target cohorts of the role. 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
8. 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 new role joins 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, alumni, and University colleagues in preparation for accreditation of the service against the AGCAS Membership Quality Standard.

Effective communication with all our stakeholders, i.e. students, graduates, employers, academics and other University colleagues 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 colleague 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.

DIMENSIONS

This role has no budget or line management responsibility, but will assist in the supervision of a Graduate Intern specifically allocated to the project.

Key Relationships:

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

PERSON SPECIFICATION

	Essential criteria	Desirable Criteria
Qualifications	<p>A degree, or equivalent practical experience, is essential although it may be in any discipline.</p> <p>A relevant postgraduate qualification or equivalent practical experience is also essential.</p>	<p>Membership of a relevant professional body eg. HEA, AGCAS, ASET, CIPD</p>
Training and Experience	<p>Candidates should have a significant career portfolio and personal development work experience within the public sector or a commercial setting.</p> <p>Experience of delivering both 1:1 and group interventions and training and development provision</p> <p>Experience of providing services to students or young adults in an education environment</p> <p>Understanding and knowledge of Higher Education, curriculums and careers and progression routes.</p> <p>Experience of owning and managing project based initiatives, including report writing and analysis of key documents.</p> <p>Experience of managing change, marketing to, and influencing academics and employers.</p> <p>Experience of web-based career development tools</p> <p>High standard of numeracy and literacy.</p> <p>Highly IT literate with excellent MS Office skills.</p> <p>Experience in planning and prioritising deadline driven work</p> <p>Candidates must have proven written and oral communication skills and be</p>	<p>Experience of working in a Careers Services department in a HE Institution</p>

	<p>experienced in both report writing and facilitating the development of both individuals and groups.</p>	
<p>Aptitude and abilities</p>	<p>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.</p> <p>Candidates must have a willingness to learn, and become conversant with web based 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.</p> <p>Ability to source, analyse, evaluate and communicate information relevant to the task, customised to a range of audiences</p> <p>Ability to work as part of a team but able to prioritise and manage personal workloads</p> <p>Ability to work effectively under pressure and to tight deadlines with a minimum of supervision</p> <p>Ability to use IT systems and software appropriate to the role</p> <p>Ability to establish good working relationships with colleagues , students and external bodies</p> <p>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.</p> <p>Ability to use tact and discretion when working with sensitive and personal issues</p>	

<p>Personal Attributes</p>	<p>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.</p> <p>A pro-active approach to problem solving.</p> <p>Self-motivated with a flexible attitude.</p> <p>Ability to work well under pressure on own initiative and as part of a busy team.</p> <p>Commitment to personal and professional development</p> <p>Comfortable with change</p> <p>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</p>	
-----------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Other

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.

April 2021