



# Careers Consultant

Department	Careers and Employability Service ( <a href="http://www.strath.ac.uk/professionalservices/careers/">www.strath.ac.uk/professionalservices/careers/</a> )		
Directorate	Student Experience And Enhancement Services ( <a href="http://www.strath.ac.uk/sees/">www.strath.ac.uk/sees/</a> )		
Staff Category	Administrative and Professional	Reference No	645484
Reports To	Head of Careers and Employability	Grade	7
Salary Range	£36,024 - £44,263	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	16/09/2024
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).	On Site Facilities	Car parking, sports centre, catering.
Holidays	31 days + 11 statutory days Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## Job Advert

This is an exciting time for the Careers and Employability Service at the University of Strathclyde which has recently relocated to the new Teaching and Learning Building, at the heart of our city-centre campus, alongside the majority of student support services and close to the new students' union. Strathclyde University is a leading international technological university recognised for its world-class research, knowledge exchange and education. We have a strong commitment to widening access and inclusion while maintaining academic quality and an outstanding student experience.

We are currently seeking a qualified, focused and enthusiastic Careers Consultant to join our enthusiastic and highly motivated team. The role will involve providing specialist, high-quality career management, education and guidance services that develop and enhance the employability of our students.

## Job Description

### Brief Outline of Job:

To contribute to the implementation of the University's strategic aims by providing a range of professional career education and guidance services to client groups of undergraduate and postgraduate students and graduates to enhance their employability. To

work in close collaboration with the senior careers consultants, careers consultants, academics and employers to help students fulfil their career potential. To proactively develop the service to meet client need under the guidance of the Head of Careers and Employability and contribute to the positive impact of the service at faculty and university level.

### Main Activities/Responsibilities:

1.	Provide high quality careers information, advice and guidance (CIAG) to students and graduates to help them fulfil their career potential, operating within the agreed careers guidance model. This will take account of best practice across the sector, and include a range of different approaches, such as one-to-one sessions, e-guidance, group teaching through career education seminars and group work, coaching and mentoring, working with a wide range of students, including international students and those withdrawing early.
2.	Deliver central and faculty based careers education sessions to a wide range of students and graduates.
3.	Work proactively in support of the Careers Service's Employer Engagement Strategy. Focus on areas such as careers fairs and other events, local, national and international employer networking, the accumulation of high quality labour market intelligence and the involvement of employers in career education, guidance and employability activities.
4.	Maintain a thorough knowledge of career options, routes, labour market trends and employers as relevant to all areas of the University's curriculum. Develop specific knowledge to support students and graduates of a particular faculty.
5.	Use information technology to its full potential in delivering, developing and supporting service provision, communicating about the Careers Service, and engaging both staff and students with the work of the service.
6.	Gather, analyse and use statistical evidence to contribute to the positive impact of the service.
7.	Contribute as appropriate to projects across the university, working groups or initiatives which support the achievement of strategic and operational objectives, and the enhancement of the student experience.
8.	Contribute to the maintenance of agreed quality standards and external quality accreditation through on-going review of practices, contributions to the assessment process and the delivery of high quality, measurable outcomes.
9.	Maintain appropriate statistical records to contribute to the development of effective management information relevant to the work of the Careers Service.
10.	Proactively contribute to Careers Service strategic planning and innovative development to ensure the Service's key objectives are achieved.
11.	Maintain a wide and appropriate external network with agencies such as the Association of Graduate Careers Advisory Services (AGCAS) and Skills Development Scotland, and other tertiary- education sector Careers Services, to keep up to date with subject specific and sector developments and good practice and access advice on emerging challenges.
12.	Engage in continuous development of professional practice, and engage in developmental activities as guided by the Head of Careers and Employability, to maintain and improve knowledge and skills as required within a challenging and ever changing environment.
13.	Undertake other duties as appropriate to the grade and content of the post, as directed by the Head of Careers and Employability. This list of duties is therefore not exhaustive.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to degree level

E2 Postgraduate professional careers guidance qualification or nationally recognised equivalent (ie Diploma / Qualification in Careers Guidance, NVQ Level 4 in Advice and Guidance)

### Experience

E3 Up to date knowledge of theories underpinning the practice of careers education, information, advice and guidance, particularly in relation to graduate provision

E4 Experience of providing effective guidance services with varied individuals and client groups, across a range of settings

E5 Experience and knowledge of working with a focus on impact, outcomes and continuous improvement

D1 Experience of working in careers guidance within a higher education institution

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D2 Up to date knowledge of graduate career paths especially those related to Engineering, Business and for international students.

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D3 Experiencing of developing and using online resources to support career development, including social media

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### **Job Related Skills and Achievements**

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E6 Understanding of the UK graduate recruitment market, including the marketing, assessment and selection processes used by employers

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E7 Excellent written and oral communication skills

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E8 Effective presentation skills and experience of presenting to different audiences

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E9 Strong IT skills with the ability to critically analyse and enhance the use of online technology within a service delivery context

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E10 Highly innovative and developmental approach to work

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E11 Excellent organisational and planning skills

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E12 Strong teamwork skills coupled with ability to work independently

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### **Personal Attributes**

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E13 Ability to empathise with and understand the needs of students from a wide variety of backgrounds

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E14 Proven ability in building and nurturing internal and external networks and working collaboratively with a wide range of colleagues

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E15 A resilient initiative-taker with personal drive, tenacity and results-orientation

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E16 Strong customer focus and commitment to delivering a high quality service

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### **Other Relevant Factors**

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E17 Sound knowledge of the Higher Education sector and current issues of employability

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E18 Able to work flexibly including occasional out of hours working

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## **Application Procedure**

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## **Other Information**

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Katrina Forbes, Head of Careers and Employability ([katrina.forbes@strath.ac.uk](mailto:katrina.forbes@strath.ac.uk) , tel no: 0141 547 2936).

### **Conditions of Employment**

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### **Rewards and Benefits**

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### **Probation**

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### **Pension**

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Interviews

Formal interviews for this post will be held on or around 08/10/2024.

## Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

