

Career Development Adviser (Research Staff)

Department	Human Resources (www.strath.ac.uk/hr/)		
Directorate	Human Resources (www.strath.ac.uk/hr/)		
Staff Category	Administrative and Professional	Reference No	516695
Reports To	Organisational & Staff Development Manager	Grade:	7
Salary Range:	£35308-£43155	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	24/04/2023

Job Advert

The University of Strathclyde is a socially progressive, leading international technological university and is committed to supporting the career development of its Researchers. Enhancing the University's capabilities to support and develop staff at all levels, you will contribute to our institutional People Strategy as well as our commitment to the Concordat to Support the Career Development of Researchers. You will work with a range of colleagues and stakeholders to provide guidance, development, training and resources for research staff across the institution as well as their managers.

The candidate will be experienced in providing career development and support for research staff. To be successful in this role you should have experience working with Higher Education research environments as well as in delivering careers guidance and/or professional development activities. You will be able to work well in teams and with diverse stakeholders, have excellent communication and organisational skills as well as an empathetic approach to understand the needs of staff from a variety of backgrounds.

Job Description

Brief Outline of Job:

The postholder will provide a range of professional development and career education activities for research staff at the University, contributing to the institutional delivery of the Concordat to Support the Career Development of Researchers as well as wider University strategic aims. They will also work with managers as well as other colleagues across the institution and beyond to improve available support and opportunities around career development for research staff.

Main Activities/Responsibilities:

1.	Provide professional careers advice, information and guidance to research staff of the University, in individual and group sessions.
2.	Design, develop and deliver face-to-face courses and events relevant to the interests and needs of research staff in relation to career development and planning.

3.	Develop and maintain online learning resources, using a variety of technologies, to support research staff with their career development and planning.
4.	Help managers to support their research staff to explore and prepare for a range of careers and to have effective career conversations.
5.	Maintain an up-to-date knowledge of researcher and career development, including on national and international developments as well as trends relating to career options, routes and labour markets.
6.	Build effective relationships with colleagues from Faculties and Professional Services as well as with research staff members to communicate the support available for career development and champion best practice in the development of research staff.
7.	Contribute to the University's implementation of the 'Concordat to Support the Career Development of Researchers' as well as, as appropriate, other relevant University projects, working groups and initiatives that work towards the achievement of strategic and operational objectives.
8.	Contribute to reporting on and evaluating the impact and progress of OSDU's researcher development activities for monitoring and development purposes.
9.	Maintain a wide and appropriate external network with sector organisations, regional networks and employers to keep up to date with subject specific and sector developments, practices and challenges.
10.	Plan, prioritise and organise own work and resources to agreed objectives; take responsibility for own work, use initiative to resolve problems which arise and support other team members, where relevant.
11.	Undertake additional duties commensurate with the grade and nature of the post as identified by the team lead.

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 or equivalent relevant work experience

D1 Postgraduate qualification in careers guidance or a related subject

Experience

E2 Experience of working with research staff, or in a research-intensive higher education environment

E3 Experience of designing, developing and delivering careers guidance and/or professional development activities, ideally in a higher education setting

E4 Experience of working constructively with diverse stakeholders and in partnership with internal and external colleagues

D2 Knowledge of existing good practice in staff career and professional development in the UK and more widely

D3 Knowledge of a broad range of occupational areas, employment sectors and current issues of employability that is relevant to research staff

Job Related Skills and Achievements

E5 Excellent interpersonal, presentation and communication skills (both oral and written), including the ability to effectively transfer skills and knowledge to others

E6 Excellent organisational and planning skills to support the development, administration and delivery of a range of projects, services and events

E7 Strong IT skills with the ability to work with online technologies for delivering development activities

Personal Attributes

E8 Ability to empathise with and understand the needs of research staff from a wide variety of backgrounds

E9 Ability to work on your own and as part of a team with a high degree of professional integrity

E10 A strong commitment to continuing professional development

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/workforus>).

Informal enquiries about the post can be directed to Dr Emma Compton-Daw, Researcher Development Manager (emma.compton-daw@strath.ac.uk).

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](#).

Interviews

Formal interviews for this post will be held on 22/05/2023.

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.

