



## JOB DESCRIPTION

<b>Job Title:</b>	Careers Consultant
<b>Department / Unit:</b>	Careers service
<b>Job type</b>	Full-Time, Fixed-Term
<b>Grade:</b>	RHUL 7
<b>Accountable to:</b>	Deputy Director of Careers Service
<b>Accountable for:</b>	Careers Services delivery to students and academic departments
<b>Purpose of the Post</b>	
To work with academic and other staff throughout the University to deliver effective careers education, information, advice and guidance leading to employment or further study. To help students and recent graduates, to acquire the skills necessary to find employment and to manage their career successfully. To represent Royal Holloway to external audiences: graduate employers, corporate clients and partner organisations.	
<b>Key Tasks</b>	
1 To teach careers management skills by facilitating interactive online or face-to-face group work, experiential learning, seminars and presentations to students in timetabled sessions in academic departments, in-curriculum delivery and in the Careers Centre.	
2 To understand basic recruitment procedures in order to provide students with feedback on their application documents and to role play employers to enable students to practise and receive feedback on their employment interview skills.	
3 To undertake projects to create products and services that enhance career management skills and help students and graduates get jobs or make further study choices. E.g. creation of web content, moodle content and delivery of virtual learning resources.	
4 To conduct short guidance surgeries consisting of typically 2 hours of 15-20 minute interactions to assist students and graduates to make the transition from college to career or further study.	
5 To forge good relationships with administrative and academic staff within the College in order to effect activity 1 to 4 above and collaborate with academic staff to develop timetabled / in-curriculum activities.	

### **Other Duties**

To agree and meet targets and to monitor impact of your work

To be computer literate, embrace the techniques for interactive online education delivery and be willing to engage in technological innovation.

To engage actively with employers, and keep up to date with recruitment legislation

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

1. Careers Consultant team.
2. Placements, Employer Engagement and Volunteering teams within the Careers Service.
3. Academic and Administrative Staff within the School of Management and Business and School of Law and Social Sciences