

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Careers Consultant

Department: Careers Service

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
A Careers Guidance Qualification		Y	Application
A University degree or equivalent level qualification	Y		Application
GCSE English Language and Mathematics at grade C or alternative evidence of numeracy and literacy	Y		Application
Understanding of recruitment practices in a range of organisations / employment sectors	Y		Application / interview
Skills and Abilities			
Delivering engaging, interactive online or face-to-face group work, experiential learning, seminars and presentations to students.	Y		application
Proactivity and planning	Y		Application / interview
Working collaboratively with others	Y		Application / interview
Interpersonal understanding	Y		Application / interview
Problem solving and decision making	Y		Application / interview
Self-development and commitment to learning	Y		Application / interview
Resilience	Y		Application / interview
Professional writing skills	Y		Application /interview

Experience			
Previous experience of delivering Careers Education workshops and Careers advice in a Higher Education Setting	Y	Y	Application / interview
A substantive period of experience in a professional job			Application
Substantive experience of delivering presentations online		Y	Application / interview
Previous experience of delivering advice and guidance to students in a higher education institution	Y	Y	Application
Experience of delivering advice and presentations in a professional capacity			Application / interview