



JOB DESCRIPTION

Job Title:	Careers Consultant
Department / Unit:	Careers Service, Student and Academic Services
Job type	Full-time, permanent
Grade:	RHUL 7
Accountable to:	Careers Consultant Team Leader
Accountable for:	n/a
Purpose of the Post	
<p>The Careers Service at Royal Holloway is responsible for delivering a wide range of employability services to all students and recent graduates to improve graduate destinations. The new College Strategy re-emphasises the importance of employability and graduate outcomes, and confirms the Careers Service as a core team.</p> <p>Our Career Consultants team plays a key role in our employability work, supporting undergraduate and postgraduate students. This includes delivering large group presentations, facilitating workshops, and providing one-to-one careers education both in curriculum and outside of core teaching.</p> <p>In particular, the post holder will support the needs of our students in our Computer Science, Electronic Engineering, Physics, Mathematics and Information Security Departments.</p>	
Key Tasks	
<p>1. Collaborate with colleagues to design and deliver effective careers education, information, advice and guidance to support positive graduate and TEF outcomes.</p> <ul style="list-style-type: none"> ○ Collaborate with academic staff to interpret and analyse information sources such as graduate destinations and careers registration data and, in conjunction with other Careers staff, agree the departmental/school careers education programme. ○ Provide consultancy services to academics wanting to integrate employability into their curriculum and assess employability related outcomes/exercises. ○ To undertake collaborative projects to create products and services that enhance career management skills and help clients obtain opportunities, e.g. creation of web content, delivery of virtual learning resources ○ Review and refine school/departmental agreements during the academic year with academic staff as required. 	

- Provide employability input into any academic accreditation activities including reviewing internal course accreditation documents and course accreditation by professional bodies.

2. To help students and recent graduates, to acquire the skills necessary to find employment and to manage their career successfully.

- Conduct guidance appointments to assist students and graduates to make the transition from the College to career or further study. Record the outcomes from those interactions in the careers service management system and direct to other professionals in the University or follow up with guidance if required.
- Deliver the departmental/school careers education programme by teaching career management skills: devising experiential and interactive learning materials, facilitating interactive online or face-to-face group work, seminars and presentations to students through in-curriculum delivery.
- Act as a consultant to advise academic and professional service staff who may receive questions from students and prospective students about recruitment practice, specialist labour markets and graduate destinations data.
- Keep up to date with changes in 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
- Deliver Careers education workshops for all students as part of a suite of workshops organised by the Careers Service.
- Provide labour market and understanding of working with students to other teams in the Careers Service and support their activities when required by the needs of the Service.
- To develop and maintain an understanding of the specific career development needs of students based on background, stage of study, subject of study, etc.

3. To represent Royal Holloway to external audiences: prospective students, graduate employers, corporate clients and partner organisations.

4. As a member of the Association of Graduate Careers Advisory Services (AGCAS), the Institute of Student Employers (ISE) and Bright Network, participate in meetings, events, training and projects appropriate to this grade.

Other Duties

The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their 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:

- Colleagues from Student & Academic Services
- Academic colleagues
- Professional Services colleagues
- Students' Union
- External networks and contacts