



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: The Careers Service

	Essential	Desirable	Tested By
Knowledge, Education, Qualifications and Training			
Educated to degree level or equivalent	x		Application
Good standard of numeracy skills	x		Application
A relevant professional qualification in careers and employability		x	Application
Knowledge of Computer Science, Electronic Engineering, Physics, Mathematics and Information Security careers		x	Application/Interview
Skills and/or Abilities			
The ability to communicate clearly and appropriately with a range of audiences in a variety of different situations	x		Application/Interview
High-level professional and interpersonal skills required to build successful working relationships	x		Application/Interview
	x		Interview
To be computer literate and embrace the techniques for interactive online education delivery	x		Interview
	x		Application/Interview
The ability to use qualitative and quantitative information to critically evaluate, demonstrate and improve the effectiveness of activities	x		Application/Interview
The ability to think independently and respond appropriately to the demands of the situation	x		Application/Interview
			Application/Interview

The ability to plan, prioritise and implement long-term projects and regular tasks as part of a busy workload	x		
The ability to identify personal strengths and weaknesses, and a willingness to develop, adapt and learn	x		
The ability to maintain motivation and resilience in demanding situations			
Experience			
Substantive work experience at a graduate-level, sufficient to provide direct experience of career management and career development issues relevant to our clients	x		Application
Experience of creating and delivering presentations to a wide range of audiences		x	Application/Interview
Experience of working in Higher Education		x	Application
Experience of engaging with academic departments		x	Interview
Other requirements			
The willingness and ability to seek new and better ways to deliver an excellent service, including the willingness to embrace technological developments	x		Interview
A strong commitment to the values of equality, diversity and inclusion, with an understanding of its importance and relevance to careers education	x		Interview

APP = Application form, INT = Interview