



## JOB DESCRIPTION

<b>Job Title:</b>	Employability Consultant (Curriculum)
<b>Department / Unit:</b>	Student Success, Careers and Employability
<b>Job type:</b>	Full Time, Permanent, Professional Services
<b>Grade:</b>	RHUL 7
<b>Accountable to:</b>	Employability Manager
<b>Accountable for:</b>	Employability Coordinator (Digital Systems & Data Insights)
<b>Purpose of the Post</b>	
<p>The post holder will play a key role in work embedded learning and skills building within the curriculum, ensuring that all students develop the knowledge, and confidence needed for successful career outcomes. Aligned with the University RH2030s strategic plan, this role will support the University's commitment to improving student experience, enhancing student employability and graduate outcomes by curricular career integration.</p> <p>The post holder will work collaboratively with all academic schools to design and deliver an employability support offer, aimed at enhancing student success and ensuring long-term future success.</p> <p>The Employability Consultant will use data-driven decision-making to assess the impact of embedded employability initiatives, ensuring continuous improvement and alignment with student and employer needs.</p> <p>An on-campus presence is essential to ensure accessibility for all students and academic colleagues, providing direct support to include in-curriculum sessions, group sessions, and one-to-one guidance.</p> <p>The Employability Consultant will have line management responsibility for an Employability Coordinator, providing leadership, guidance, and support.</p> <p>In addition, the postholder will contribute to the wider careers and employability strategy, working closely with teams across the Careers Service to create a joined-up approach to preparing students for the evolving global job market.</p>	
<b>Key Tasks</b>	
<p><b>Integrating Employability in the Curriculum</b></p> <p>To work collaboratively across all academic schools integrating employability, work-based learning, and career development within the curriculum.</p>	

To identify gaps and opportunities for experiential learning, mentoring and skill development.

To collaborate with academic staff to advise, co- design, and integrate inclusive employability-focused content, resources, and assessments in teaching and learning.

To support in the delivery of engaging, curriculum-aligned careers education, workshops, and employer-led sessions to enhance students career readiness.

To support in developing and delivering work-based learning opportunities, such as placements, internships, volunteering, and live projects.

To lead and contribute to collaborative projects to develop services that enhance student's employability and create opportunities for project -based learning.

To develop peer-to-peer engagement ensuring the student voice is central in shaping IAG (Information, advice, and guidance) services.

To integrate digital platforms to support employability within the curriculum, providing students access to online career development resource and interactive learning tools.

To monitor and adapt employability initiatives to ensure alignment with employer expectations and job market trends.

To contribute to employability aspects of academic accreditation processes i.e. reviewing internal course accreditation documents.

To track and evaluate the outcomes of experiential learning, mentoring and skill development initiatives on student engagement and graduate outcomes.

To benchmark with other, HE institutions aligning with employability frameworks and Quality Standards ensuring delivery remains current and effective to employer and student needs.

To assist in the development and delivery of mentoring programmes, connecting students with alumni, employers and professionals.

To contribute to the University's wider employability strategy, ensuring all students benefit from meaningful industry engagement.

### **Careers Guidance and Student Support**

To provide one-to-one tailored, impartial careers guidance to students and recent graduates supporting their academic journey, skill development and career decision-making.

To design and deliver employability focused workshops that enhance student's employability, confidence, and readiness for the workplace.

To utilise, develop and promote employability initiatives that support students from diverse backgrounds, ensuring inclusivity.

To develop digital resources to support student's career readiness, including online webinars and modules.

To collaborate with employers and industry professionals to provide students with real-world insights and networking events.

To use labour market insights and job sourcing strategies to identify and create opportunities for students and graduates, including work placements, graduate roles and internships.

To collaborate with the Careers Team to assist students in gaining access to industry projects as part of their pathway.

To work closely with university services (e.g., Alumni, Placements, Student Support) and Student Union to provide a holistic approach to employability.

### **Line Management**

To provide line management to the Employability Coordinator (Digital Systems & Data Insights). This includes overseeing their professional development, workload management, and contribution to the University's employability strategy.

To support staff within the careers team as required, ensuring effective delivery of the careers service.

To contribute to the development of the wider careers service, sharing best practices and supporting team initiatives.

As a member of the Association of Graduate Careers Advisory Services (AGCAS) participate in meetings, events, training and projects appropriate to this grade.

Maintain quality information, advice and guidance standards associated with Matrix accreditation.

### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other 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 including Egham and London campuses.

### **Internal and external relationships**

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

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

**Careers** – Employer Engagement and communications, Placements, Enterprise, Volunteering  
Academic Schools, Alumni, MarComms

**Student Journey** - Student Success, Student Life, Student Admin

**Students' Union**- Membership services, clubs and societies, inclusive and academic communities



## Person Specification

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

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	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to degree level or equivalent.	x		Application form
Relevant professional qualification in CEIAG (Careers Education, Information advice & guidance) and employability.	x		Application form
Knowledge of curriculum design, embedding employability within academic programmes, pedagogy, and assessment methods.	x		Interview
Knowledge of UK HE Career development, employability frameworks and labour market trends.	x		Interview
Commitment to widening participation and EDI (Equality, Diversity and Inclusion) in Employability.	x		Interview
<b>Skills and/or Abilities</b>			
Attention to detail, data analysis and evaluation skills.	x		Interview/test
Strong digital literacy and IT proficiency with the ability to use a range of online platforms and software to design and deliver interactive online careers education.	x		Interview
Excellent written, verbal communication skills and presentation skills.	x		Application form /Interview/Presentation
Ability to effectively manage, support and develop staff ensuring high performance, clear objectives, and service excellence.	x		Interview

Curriculum development and pedagogical skills with the ability to adapt and integrate employability content into different academic programmes across academic schools effectively.	x		Application form / interview/presentation
Strong interpersonal and influencing skills, with the ability to build relationships and work collaboratively.	x		Interview
Ability to plan and prioritise projects and ensuring the effective delivery of academic school and central careers and employability initiatives	x		Interview
<b>Experience</b>			
Experience in delivering careers and employability support within a Higher Education or Further Education setting.	x		Application form/ Interview
Experience of working in partnership with academic staff to deliver career integrated learning.	x		Application form/ Interview
Experience in evaluating the effectiveness of careers and employability initiatives using qualitative and quantitative methods.	x		Application form / interview
Experience in designing and delivering experiential career learning interventions, workshops, and resources.	x		Application form / Interview
Experience in supporting diverse student populations within a careers, employability, or education focused role.	x		Application form / Interview
Experience of engaging with employers and industry to enhance mentoring provision.	x		Application form / Interview
<b>Other requirements</b>			
Ability to work occasionally on evenings and weekends.	x		Interview
The postholder must be available to work on campus a minimum of 4 days per week ( 0900 -1700 ), as this is a face-to-face role requiring direct engagement with students, graduates, academics, employers and the wider Careers Service .	x		Interview