

**JOB DESCRIPTION**  
**Careers and Employment Adviser**  
**Vacancy Ref: N1499**

<b>Job Title:</b> Careers and Employment Adviser	<b>Present Grade:</b> 5
<b>Department/College:</b> Careers	
<b>Directly responsible to:</b> Careers Information & Quality Manager	
<b>Supervisory responsibility for:</b> None	
<b>Other contacts</b> <b>Internal:</b> Faculty and academic departmental staff - academic and administrative, College Administrators and other College staff, Staff within Student Based Services, Lancaster University Students Union, Current students  <b>External:</b> Employers and recruiters, Professional bodies, Other HEI Careers Services, Prospective students, Alumni and graduates	
<b>Job Purpose:</b> To enhance employability and maximize positive graduate outcomes in support of the university's strategic objectives. Key aspects of this role will include: <ul style="list-style-type: none"> <li>• Liaison with Colleges and the Students' Union to co-ordinate service delivery.</li> <li>• Delivery of a customer focused Careers Information and Advice service for LU students and graduates.</li> <li>• Marketing and promotion of the service and co-ordination of communications.</li> <li>• Management and communication of Careers Information.</li> </ul> <b>Major Duties:</b> <ul style="list-style-type: none"> <li>• Develop and support the delivery of a range of extra-curricular activities as part of an employability rich curriculum in line with the university strategy.</li> <li>• Promote and support career planning as an integral part of the student experience through a range of employability initiatives and events, including the Lancaster Award.</li> <li>• Provide Careers Information and Advice, ensuring that this meets agreed quality standards.</li> <li>• Administer and co-ordinate the marketing and promotion of the service and careers related student communications.</li> <li>• Maintain a professional environment and provision of Careers Information resources for all service delivery locations within the University.</li> <li>• Support the provision of an effective digital IAG environment as part of service delivery.</li> <li>• Develop and maintain knowledge of key local, national and international recruiters, ensuring that we understand the characteristics and emerging trends within their sectors.</li> <li>• Explore and develop links and networking opportunities with employers and professional bodies to help students and graduates develop employability skills, to inform their career planning and to generate employment opportunities for Lancaster students and graduates.</li> <li>• Support appropriate careers related income generation activities within the University.</li> <li>• Support continuous quality improvement within the service.</li> <li>• Any other duties as may reasonably be required and which are within the scope of this role.</li> </ul>	