

JOB DESCRIPTION
Careers Consultant
Vacancy Ref: A2320

Job Title: Careers Consultant	Present Grade: 8P
Department/College: Careers - Students, Education and Academic Services	
Directly responsible to: Head of Faculty Engagement and Curriculum Development, Careers	
Supervisory responsibility for: Nominated student employees and other Careers staff connected with agreed activities/projects undertaken in the pursuit of major duties.	
<p>Other Contacts:</p> <p>Internal: Faculty and academic departmental staff - academic and administrative College Administrators and other College staff Staff within Student Based Services Staff with Research and Enterprise Services Other staff within the University Lancaster University Students Union Current students</p> <p>External: Employers and recruiters Professional bodies Other University Careers Services Prospective students Alumni and graduate</p> <p>Role Overview: To act as interface between the University and the graduate labour market; working impartially with students and graduates to equip them with the career management skills required to enhance their employability and to secure positive graduate outcomes. To put measures in place, enabling students and graduates of the University to form career plans and put them into action, as appropriate to the student's starting point. To work principally with academic departments, engaging them in strategic discussions regarding the employability of their graduates, delivering tailored careers provision and embedding partnerships to support the strategic objectives of the University.</p>	
<p>Major Duties:</p> <ol style="list-style-type: none"> 1. To work with a range of academic departments, analysing the challenges graduates of their discipline will face in the employment market or postgraduate study, developing creative solutions, and negotiate partnership agreements with departments. 2. To implement these partnership agreements with departments to support the career and employability development of students at all stages of study, based on demonstrable need, delivering careers and employability provision in a variety of formats including 1:1 guidance, group activities and e-learning, including the design, delivery assessing and marking of accredited employability and enterprise provision within the curriculum, and extra to the curriculum as appropriate. 3. As the primary contact between academic departments and the central careers function, enable two way communication and tailored support for departments by other teams within Careers e.g. 	

- Communicating Careers related messages to students, graduates, employers etc.
 - Facilitating employer engagement and the sharing of relevant graduate/placement vacancies as appropriate
 - Arranging tailored events within departments or faculties by prior agreement
 - Presenting data and information to departments in respect of students' and graduates' employability needs / graduate outcomes, helping them to interpret and understand the data, so it can be used in recruitment, student engagement and to inform employability provision
 - Feeding back to colleagues in Careers on issues and developments in departments
4. To work within the central Careers Service offering 1 to 1 career guidance to all students and graduates, including those who have been referred based on need. This will identifying and tailoring provision to meet the needs of at least one specialist groups of students e.g. widening participation, mature, international, disability and those within Postgraduate Taught / Postgraduate Research, as agreed with the Careers Education and Guidance Manager.
 5. To design, deliver and evaluate innovative and interactive workshops, presentations and skills based sessions both centrally and within departments as agreed with departmental contacts.
 6. To develop (in conjunction with Information Systems Services and technical staff within the university) appropriate e-learning resources to support employability and career development learning such as webinars, online tutorials and sessions, short films, careers blogs, social media etc.
 7. To maintain, develop and disseminate appropriately expertise and knowledge in employability relating to the chosen disciplines with which they work.
 8. To maintain and develop local, national and international knowledge of appropriate graduate level occupations, industrial sectors and career patterns, supported by employment research, in order to enable students to make effective transitions to their careers beyond university studies based on an accurate understanding of the labour market.
 9. To contribute to the work of internal and external bodies, national committees and working groups to develop best practice in careers guidance and career development learning within the University and to increase and update our professional knowledge, and ensure the effective dissemination of this work to staff, students and graduates.
 10. To promote the employment of Lancaster students and graduates to employers and identify appropriate opportunities such as work experience, placements, internship, graduate entry roles etc. to support the career development and progression of our students and graduates.
 11. Support Research and Enterprise Services and others within the university to aid income generation, and to bid for research and development funding as appropriate to enhance the functionality of the careers service in line with university strategic objectives.
 12. Working with colleagues in Research and Enterprise Services and relevant faculty based staff to deliver careers related input in respect of enterprise and entrepreneurship.
 13. Any other duties as may reasonably be required and which are within the scope of this role.