**Job Title:** Careers Coach – Business Analytics and Technology (0.5 FTE)  

**Present Grade:** 7P

**Department/College:** Lancaster University Management School- Careers (LUMS Careers)

**Directly responsible to:** Undergraduate Careers Manager

**Supervisory responsibility for:** None

**Other contacts**

**Internal:** LUMS Careers; Department of Accounting & Finance; LUMS professional service colleagues; Academic Employability Champions; Student and Education Services; Central Careers Service; partner institutions; Alumni Relations; Students Union; Research and Enterprise Services.

**External:** Alumni; Regional, National and International Employers; AGCAS; ISE; other HEIs, relevant Professional Bodies.

**The Role:**

The main purpose of the role is to provide specialist coaching and careers education to students and recent graduates from across the university, who aspire to develop careers within data-rich and technology focused roles: from operations, logistics and supply chain management, to information technology companies, the travel industry and healthcare, across the public and private sectors, at regional, national and international levels.

This role is a crucial element of the work of LUMS Careers, an innovative and busy team at the heart of the student experience, which continues to make a significant impact on the employability of students and graduates as measured by destination data, the new Graduate Outcomes Survey and the number of students taking internships and placements. The post holder will engage with students as part of the curriculum, through 1:1 information, advice and guidance and through extra-curricular workshops and interventions.

**Major Duties:**

1. To provide bespoke 1:1 careers coaching, in the form of face-to-face and telephone/online appointments and ongoing support to students and graduates, providing and signposting them to a range of professional careers and employability resources, information, support and guidance.

2. To be responsible for planning, communicating and promoting a specialist employability provision to students, graduates and academic colleagues across the university, to increase the take-up of service provision with the aim of positively influencing destinations data and increasing the numbers of students and graduates engaging with relevant careers service provision.

3. To support the development of accredited provision across the Faculty, extra-curricular workshops, events, drop-in clinics and employer engagement activities for students and graduates.

4. To work with departmental academic colleagues to design, deliver and assess innovative undergraduate careers education both in the classroom and through e-learning. To continuously review and improve course materials and contribute to the development of module feedback processes.
5. To network and develop relevant industry partnerships. Highlighting the career progression possibilities available to students both nationally and internationally, and encouraging employer support of student experiential learning opportunities (i.e. work shadowing, insight days, consultancy projects, internships, placements) and graduate training contracts.

6. To take a leading role in the on-going development of in-curriculum employer insight events at undergraduate level, across LUMS.

7. To take part in relevant training, conferences and good practice sharing events, both internally and externally, to ensure the maintenance of an exceptional standard of service delivery.

8. To work collaboratively with colleagues in LUMS Careers, Central Careers, and faculty business partnerships and internships teams to enhance, develop and promote services for students and alumni.

9. Any other duties related to the post, as may be required.