## JOB DESCRIPTION

**Careers Consultant**  
Vacancy Ref: A3067

<table>
<thead>
<tr>
<th>Job Title: Careers Consultant</th>
<th>Present Grade: 8P</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Careers - Students, Education and Academic Services</td>
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<td><strong>Directly responsible to:</strong> Head of Faculty Engagement and Curriculum Development, Careers</td>
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<td><strong>Supervisory responsibility for:</strong> Nominated student employees and other Careers staff connected with agreed activities/projects undertaken in the pursuit of major duties.</td>
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### Other Contacts:

**Internal:**
- Faculty and academic departmental staff - academic and administrative
- College Administrators and other College staff
- Staff within Student Based Services
- Staff within the LUMS Careers Team
- Staff with Research and Enterprise Services
- Other staff within the University
- Lancaster University Students Union
- Current students

**External:**
- Employers and recruiters
- Professional bodies
- Other University Careers Services
- Prospective students
- Alumni and graduate

### 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, developing and delivering tailored careers provision within the curriculum to support the strategic objectives of the University.

### Major Duties:
1. To strategically design, and deliver bespoke careers and employability provision in collaboration with Associate Deans, HoDs, Academic Employability Champions, Faculty Managers, Faculty internship teams and members of Professional Services. To be Careers Faculty Partner for the Faculty of Health and Medicine.

2. To work with a range of academic departments that form part of a caseload, 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.

3. To implement these partnership agreements to support the career and employability development of students at all stages of study. To deliver careers and employability provision in a variety of formats including 1:1 guidance, group activities and e-learning, including the design, delivery, assessment and moderation of accredited careers and employability provision within the curriculum.
4. As the primary contact between academic departments and the Careers Team, enable two way communication and tailored support by:
   • Showcasing good employability and careers practice at the termly Academic Employability Champion Forum and through the AEC Teams discussion forum
   • Communicating Careers and employability 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
   • Analysing, interpreting and presenting data and information to departments in respect of students’ and graduates’ employability needs and graduate outcomes, helping them to interpret and understand the data, so it can be used to inform employability provision
   • Feeding back to colleagues in Careers on issues and developments in departments

5. To provide 1:1 career guidance to all students and graduates, including those who are referred based on need.

6. To develop (in collaboration with Information Systems Services and colleagues in the Careers Digital Innovators Group) appropriate e-learning resources to enhance employability and career development learning (e.g. online learning programmes and virtual webinars and lectures).

7. To maintain, develop and disseminate 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 and external to the University. To commit to increasing and updating individual, team and service professional knowledge, and ensure the effective dissemination of this work to staff, students and graduates.

10. To work in collaboration with the Employer Engagement Team 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.