**JOB DESCRIPTION**
Careers and Employment Adviser  
Vacancy Ref: N2409

<table>
<thead>
<tr>
<th>Job Title: Careers and Employment Adviser</th>
<th>Present Grade: Grade 6S</th>
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<tbody>
<tr>
<td>Department/College: Careers</td>
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<td>Directly responsible to: Careers Quality and Information Manager</td>
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<td>Supervisory responsibility for: NA</td>
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**Other contacts**

**Internal:** Faculty and Academic Departmental staff – academic and administrative; College Managers and other College staff; Staff within Student Based Services; Lancaster University Students’ Union; Current students

**External:** Employers and Recruiters, Professional Bodies, Other HEI Career Services, Prospective Students, Alumni and Graduates, third party suppliers of procured services (e.g. venues, design and print agencies, resource suppliers)

**Major Duties:**

1. Promote and support career planning as an integral part of the student experience through one-to-one advice appointments with students from all faculties and levels of study.
2. Responsible for the running of fast-paced drop-in sessions held in Careers but currently being delivered remotely e-guidance and any other appropriate means of delivery.
3. Participate in the development, delivery and assessment of the Lancaster Award, the university’s employability initiative.
4. Lead on the creation and delivery of presentations and workshops as part of the University careers and employability programme.
5. Produce careers information for use in booklets, leaflets and web pages.
6. Analyse data related to career thinking, service usage / engagement and graduate outcomes in order to inform developments within the service.
7. Liaise with graduate recruiters, professional bodies, alumni and other related organisations in order to maintain a knowledge of the graduate labour market, to promote the university to employers and to source opportunities for students and graduates.
8. Work within the wider Student Based Services team by liaising with colleagues in other student focused services and referring clients to these areas when appropriate;
9. Contribute to the effective recruitment, support and retention of students through involvement at open days and networking with a wide range of staff across the university;
10. Promote the range of services of Careers to students and alumni using a variety of communication methods including social media, weekly newsletters and promotional material.
11. To generate ideas for new, innovative events that enhance the employability skills of students in a meaningful way and also reflect the reality of the graduate recruitment process and market. Undertaking collaborative projects to create products and services that enhance career management skills and assist students and graduates to gain professional employment.
12. To actively use the online student enquiry and case management system (TARGETconnect) to log, manage and track student enquiries.