

<b>Job Title:</b>	Senior Careers Consultant	<b>Job Category:</b>	Professional Services
<b>Department/Group:</b>		<b>Job Code:</b>	To be decided (TBD)
<b>Location:</b>	London, United Kingdom	<b>Employment Type:</b>	Open ended, full-time and on-site.
<b>Level/Salary Range:</b>	To be decided (TBD)	<b>Hours per week:</b>	21 (0.6 FTE)
<b>Reporting to:</b>	Director of Student Experience		
<b>Qualifications &amp; Experience:</b>	Postgraduate Careers qualification or equivalent and/or experience of working within an HE context to support employability		
<b>Job Description</b>			
<p><b>Main purpose of the job:</b> To support the aspirations and graduate outcomes of our diverse student intake of students by:</p> <ul style="list-style-type: none"> <li>• Leading, creating and delivering comprehensive, on-campus Careers provision (some online provision may also be appropriate).</li> <li>• supporting students and alumni with their career planning, by providing high quality information, advice and guidance and practical opportunities for personal and professional development.</li> <li>• developing relationships with academic staff, external employers and other key stakeholders.</li> <li>• delivering relevant and engaging careers workshops and presentations within the curriculum. You will be the main point of contact for queries regarding careers initiatives.</li> <li>• collaborating with colleagues at SP Jain Global and supporting SP Jain London students in their navigation and completion of SP Jain's Professional Readiness Programme (PRP).</li> </ul> <p><b>Main duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Delivering one-to-one advice and guidance to students, relating to graduate employment and career development including review of applications, CVs, cover letters and associated documentation.</li> <li>• developing and delivering employability projects and events for international and home students.</li> <li>• Supporting students with other careers-related opportunities, including further study, with the strategic aim of increasing student employability, recruitment and retention.</li> <li>• Developing and utilising a career-stage framework to represent the different levels of work-based experience within SP Jain London's student community.</li> <li>• Creating and delivering distinct programmes of careers support for Undergraduate, Postgraduate and MBA students.</li> <li>• Preparing and delivering careers workshops and presentations within programmes, designing and promoting the careers online resources, projects and initiatives.</li> <li>• Working closely with academic staff to embed employability into the curriculum.</li> <li>• Supporting the development of graduate attributes within programmes.</li> </ul>			

- Actively encouraging engagement in careers-related activity.
- Designing, promoting and delivering activities through which students can build their networks with employers in relevant sectors.
- Promoting opportunities for students to develop and articulate their employability skills, including extracurricular activities, study abroad, placements and volunteering.
- Contributing to quality assurance and enhancement of careers-related activities.
- Supporting SP Jain London graduations.

**Other duties**

- To undertake any other duties commensurate with the level of the post
- To take responsibility for the health and safety in carrying out the duties of the role.
- To promote equality, diversity, and inclusion in the performance of the role
- To actively participate in learning and development to meet the requirements of the role and the organisation

**Person Specification**

**Essential Criteria:**

**Qualifications**

- Degree or equivalent
- Postgraduate careers guidance qualification or recognised equivalent (ie QCG, NVQ Level 4 in Advice and Guidance)

**Experience**

- Understanding of contemporary practice in careers education, Information, advice, and guidance
- Experience of working with Postgraduate students
- Experience working in careers guidance, graduate recruitment, or another comparable area
- Experience in designing and delivering group-based learning for small and large groups through face-to-face and interactive online learning

**Skills, knowledge and abilities**

- Ability to communicate, establish and maintain effective partnership working with colleagues at all levels within the Service / University
- Experience of networking and actively engaging with the business community (small, medium, and large employers/private, public and third sector)
- Ability to work autonomously and as part of a wider team
- Effective time management and the ability to work flexibly on several projects simultaneously
- Ability to analyse employability data, conduct research into the labour market and understand the skills environment
- IT literacy including use of the full Microsoft Office suite (Teams, Word, SharePoint, PowerPoint, Excel); VLEs (e.g. Canvas, Blackboard); relevant CRM/student databases (e.g. Target Connect); and social media
- Commitment to working with diverse groups within the student body, and ensuring activities and information are fully accessible to all.
- Use initiative and have an innovative and developmental approach to work

**Business requirements**

- *Able to take a flexible approach to work*
- Commitment to a performance culture, fostering continuous improvement and driving quality
- Commitment to delivering an excellent student experience
- Commitment to equality, diversity and inclusion
- *A commitment to own professional development*

**Desirable criteria:****Qualifications**

- Associate HEA Fellowship
- Qualification(s) in Coaching or Career Coaching

**Experience**

- An up-to-date knowledge of the UK Higher Education sector
- Experience of working with MBA students
- Experience of working with International students

**Skills, knowledge and abilities**

- An understanding of current careers and employability research and practice in the Higher Education sector