**Job Title: Careers Consultant**

**Reports to:** Academic Director (Quality and Student Experience)

**Key Contacts:**

*Internal:* Course Leaders, Academic Lead for Employability, Students, Academic Director, Academic Director (Quality and Student Experience),  
*External*: Alumni, Employers, Industry Partners.

**Overall Purpose of the Role:**

The Careers Consultant will play a key role in supporting students and alumni to achieve their career aspirations and improve the university’s graduate outcomes. By providing personalised guidance, implementing targeted employability initiatives and building robust industry connections, the Careers Consultant will foster a culture of career readiness. This role focuses on enhancing student employability and ensuring alignment with labour market demands to maximise positive graduate outcomes (GOS).

**Key Responsibilities:**

**1. Student Support**

* Develop and execute individualised career action plans for students at all levels, focusing on progression towards graduate level employment.
* Provide tailored, one-to-one and group career consultations on CV writing, job applications, interview techniques, networking, and career planning.
* Deliver bespoke workshops and employability sessions embedded within the curriculum, ensuring students gain relevant, industry-aligned skills.
* Stay informed on labour market trends and emerging graduate career opportunities, integrating this knowledge into student support strategies.
* Create and maintain high quality, accessible career resources (e.g., toolkits, guides, and digital content) for student self directed learning.

**2. Employer Engagement:**

* Collaborate with the Academic team to connect students with relevant industry opportunities, including internships, voluntary, relevant work experience and graduate roles.
* Build and sustain strong relationships with employers to expand access to sector-specific, graduate level opportunities.
* Proactively identify and secure strategic partnerships to increase the volume and quality of employer engagement initiatives.
* Facilitate employer led activities, such as skills sessions, mock interviews, and networking events, to enhance student preparedness.

**3. Event Management and Delivery:**

* Plan and execute high impact employability events, including career fairs, industry panels, sector focused speaker sessions and targeted workshops.
* Use student and employer feedback to evaluate and refine events, ensuring continuous improvement and alignment with GOS goals.
* Develop themed events tailored to specific student cohorts or industry needs, driving targeted graduate outcomes.

**4. Administration and Data Management:**

* Maintain accurate, GDPR compliant records of student interactions and event attendance, ensuring efficient reporting and follow-up.
* Track and analyse graduate destinations data (Graduate Outcomes Survey) to inform strategies and drive improvements in employability initiatives.
* Leverage social media and digital platforms to promote career services, highlight employer collaborations, and celebrate student successes.

**5. Collaboration and Partnership:**

* Partner with academic teams to embed employability within modules and program structures, creating a seamless link between education and career preparation.
* Share insights, resources, and best practices across the Careers & Employability Team to ensure consistent delivery of high quality services.
* Actively contribute to the development and implementation of institutional employability strategies that drive positive graduate outcomes.

**Essential Qualifications and Experience:**

**Education**

* Professional qualification in careers guidance, coaching, or recruitment.
* Honours degree in a relevant field.

**Experience**

* Proven experience in careers guidance, employability support, or graduate recruitment.
* Demonstrated success in delivering impactful one-to-one and group career development sessions.
* Strong track record of organizing and managing high quality employability events.

**Knowledge/Skills**

* In-depth understanding of careers advice methodologies and employability frameworks.
* Up-to-date knowledge of graduate employment trends and labour market demands.
* Excellent communication, interpersonal, and organisational skills.
* Proficiency in IT tools, career management systems, and social media platforms.
* Strong commitment to promoting equality, diversity, and inclusion in employability practices.

**Desirable Qualifications and Experience:**

**Education**

* Master’s degree in Career Development or a related field.
* Teaching qualification or equivalent experience in higher education.

**Experience**

* Experience within a higher education careers service or similar advisory role.
* Expertise in designing innovative employability resources and programs.
* Previous involvement in graduate recruitment processes and employer engagement.

**Knowledge/Skills:**

* Familiarity with higher education policies and strategies for employability.

**Attributes and Values:**

* A proactive, student centred approach with a strong passion for enhancing graduate outcomes.
* Dedication to promoting inclusivity, equality, and diversity in all activities and interactions.
* Flexibility to adapt to changing needs, including occasional evening or weekend commitments.
* Willingness to travel between campuses or employer sites as required.

**Other Requirements:**

* Commitment to adhering to institutional policies, including Health & Safety, GDPR, and the Data Protection Act 2018.
* A positive, professional attitude and a collaborative mindset focused on achieving institutional GOS targets.