

Job Title	Careers Consultant
Faculty/ School/Department	Research Innovation and Enterprise
Responsible to:	Careers+ Manager
Responsible for:	Career Coach; Trainee staff

Job Purpose

Provide proactive consultancy services to the University's faculties and service departments in preparing students for the world of work through the development and delivery of innovative career management and employability skills initiatives. Act as a key contact for specialist partnerships with University faculties and specialist caseloads within the University, with a view to enabling the University to achieve its Employability Strategy

Provide careers information advice and coaching to students and graduates of the University to enable them to make informed career decisions and develop appropriate career strategies to compete in the job market.

Main activities and responsibilities

1. Work strategically with academics to integrate and deliver employability and careers education, information, advice and guidance within programmes.
2. Contribute to the development and delivery of innovative and effective ways of delivering careers education, information, advice and guidance: face-to-face, group work, curriculum development, e-guidance/web and paper
3. Provide confidential careers management information, advice and coaching to students, graduates and prospective students, in agreement with the Careers+ Manager, in accordance with current Government and European legislation, with University and departmental mission and priorities and in response to evolving client needs.
4. Manage a specialist and faculty-based caseload of clients, maintaining confidential notes on each case and referring to external organisations and internal faculties/departments where applicable.
5. Research careers related information relating to Birmingham City University's students and graduates and produce paper and web-based reports, hand-outs and articles.
6. Monitor appropriate service standards, and with the Careers+ Manager, ensure compliance with both legal requirements and the demands of best practice.
7. Maintain appropriate and effective ways of record keeping in relation to career management and coaching provision.
8. Maintain a thorough knowledge and understanding of policies, issues and legislation relating to career management and graduate employability issues.
9. Provide expert advice and opinions on policies, issues and legislation relating to career management and graduate employability to the Careers+ Manager, and others across the University and in appropriate external organisations.
10. Assist the Careers+ Manager to establish and monitor appropriate policies and procedures relating to career management and graduate employability.
11. Monitor and collate feedback from students and staff by appropriate means as part of the Careers+ Service's continuous quality improvement plan.

12. Provide regular management information and reports.

Additional Key Requirements:

<p>Communication</p> <p>Develop appropriate and effective ways of communicating with students, staff and other stakeholders. Provide information and advice about a range of student matters, some of which may be sensitive. There is a requirement for good listening and interpersonal skills and the ability to flex communication style.</p> <p>Teamwork and collaborative working</p> <p>Work with faculties on the development, organisation and delivery of career management skills and employability initiatives within academic programmes.</p> <p>Develop a close operational partnership with university colleagues in order to successfully deliver and promote Careers+ events for students, graduates and other stakeholders</p> <p>Initiative, problem solving and decision making</p> <p>Deputise for and provide administrative assistance to the Careers+ Manager as required</p> <p>Work environment</p> <p>Be aware of risks in the work environment and their potential impact on own work and that of others.</p>

Person Specification

- | |
|---|
| <ul style="list-style-type: none"> • Educated to degree level or equivalent, with a relevant professional qualification in careers guidance or a related area. • Significant experience of providing careers consultancy and coaching interventions within a professional setting. Experience within a Further or Higher Education setting is desirable. • Experience of building successful professional relationships, networking, influencing, negotiating and maintain effective stakeholder links (eg academic staff, employers) • Experience of advisory work and managing a significant caseload. • Experience of developing, organising and delivering training programmes within a professional setting and measuring their impact. • Experience of using technology to improve efficiency and drive scale to meet delivery and outcomes. • Knowledge of advice and guidance-related policies and practices. • Ability to work co-operatively across all levels of the University and with external organisations. • Ability to work in a student-centred way. • Thorough understanding of confidentiality/data protection issues. • Ability to balance and prioritise conflicting pressures and demands and to meet strict deadlines. • Excellent written and verbal communication skills including presentational skills. • Ability to analyse data and use the results of the analysis. • Excellent IT skills and ability to use a variety of Microsoft applications and web-based resources. |
|---|

--

Special requirements

Ability to undertake duties at different premises, including any University campus in required. Additional travel may be required from time to time in order to attend meetings, conferences and events. There may be a requirement to work outside of standard office hours.

Expectations of all staff
Professional standards

We expect all staff employed by Birmingham City University to be aware of and to maintain high standards of personal and professional conduct and demonstrate the BCU Values in how they work. Our Values are Think Differently, Create Opportunity and Build Community.

Equal Opportunities

At Birmingham City University we are proud to be an equal opportunities employer. All staff are expected to understand and enact the University's commitment to ensuring equality, diversity and inclusion in our employment practice and in all that we do. This commitment is enshrined in our Core Values and is detailed in our Equality, Diversity and Inclusion in Employment Policy. The University values and celebrates the diversity of our staff and students; we welcome people from the many different backgrounds and life experiences that reflect the students and the citizens we serve. We are committed to equality of opportunity for all staff and actively encourage unique contributions, in particular from under-represented groups in respect of age, disability, sex, gender or gender identity, ethnicity, race, religion or belief, sexual orientation or transgender status.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and safety

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.