



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Careers Consultant (Mandarin Speaking)

**Department/Division:** LSE Careers  
**Accountable to:** Head of Careers Education

### Job Summary

To provide careers advice and guidance to LSE students and graduates, primarily Mandarin speakers from China and the Asia-Pacific region, enabling them to make effective career decisions and manage their careers successfully in the UK and internationally. To bring creative ideas and innovative approaches to professional skills development for these students within LSE Careers, academic departments and other areas of the School.

The post-holder will lead on the design, development, delivery, and evaluation of careers education programmes for these students and contribute to that offered centrally. This will include, but will not be limited to, one-to-one support, seminars, workshops, and networking events.

The post-holder will join a careers team which is actively involved in employer outreach, working with employers at a regional, national, and global level; supporting students' career learning and the development of their professional skills; organising and contributing to activities designed to enhance overall student experience and participating and contributing to professional networks with colleagues from other HE institutions in the UK and internationally.

### Duties and Responsibilities

#### Careers Education

- Design and deliver programmes of career activities including seminars, workshops and networking events ensuring they meet the needs of these students, with consideration for their diverse occupational, study and geographical interests
- Carry out one-to-one and group career discussions and practice interviews in Mandarin with students and recent alumni in person and online, using a range of delivery methods and platforms as appropriate
- Incorporate new and innovative modes of delivery into all aspects of work
- Write session plans for career activities which can subsequently be shared with colleagues
- Refer students and recent alumni to other support services such as Counselling, Disability and Student Services where appropriate, recognising professional boundaries
- Ensure students and alumni are appropriately informed about departmental career programmes, are aware of the full range of career activities available in the School



### **Student and market intelligence**

- Draw on student engagement and feedback data, conduct focus groups and liaise with student societies to understand student needs and interests to inform programme design and the development of appropriate resources and interventions in Mandarin
- Work with the Senior Data Analyst (Careers and Widening Participation) in the Planning Division to ensure use of and insight from information such as Graduation Outcomes
- Remain abreast of new career trends and key developments across the HE sector including in China and the Asia-Pacific region, re-assessing strengths of the current offer against such developments and offering suggestions on the implementation of new initiatives

### **Admissions and Offer holder support**

- Take an active role in supporting marketing initiatives to prospective students and offer holders, including participating in promotional events, preparing communications materials and providing pre-arrival careers support

### **Relationships and Stakeholder management**

- Develop and maintain constructive relationships in China and the Asia-Pacific region, sustaining LSE's profile as a target institution, securing jobs for students and promoting employer services and work-based learning opportunities
- Work closely with the Head of Employer Engagement and Head of Careers, Alumni and Employer Relations (Department of Management) to identify outreach priorities
- Convert outreach into tangible outcomes including on campus, in country or virtual events and opportunities for students
- Contribute to the development of LSE Careers as an active member of the Careers Education team and through work on cross-team projects, in working groups and during team away days
- Collaborate with colleagues from across the School as appropriate
- Represent LSE Careers on School committees and consultative forums as required
- Develop and maintain effective networks both internally and externally

### **Project Management**

- Participate in the development and delivery of current and new initiatives within LSE Careers and across the School
- Manage project budgets, resources and timelines; undertake effective monitoring and evaluation where appropriate, providing regular updates on progress to Management Team

### **Marketing and Communications**

- Collaborate with the Marketing and Communications Manager to ensure students and alumni are well informed about LSE Careers and the services available to them  
Develop material in Mandarin to support student and alumni career learning including blogs, website articles and newsletters as appropriate

### **Professional knowledge and development**

- Participate in and contribute to our Professional Development Programme (PDP) and peer review process to maintain professional skills and knowledge at appropriately high levels
- Play an active role in and leverage learning opportunities offered by professional organisations (e.g. AGCAS) and employer networks (e.g. ISE), sharing learning with colleagues



- Develop and maintain relevant, up to date occupational knowledge specifically of China and the Asia-Pacific region through contact with employers and alumni in coordination with appropriate stakeholders in LSE
- Build and maintain appropriate labour market knowledge specifically of China and the Asia-Pacific region to support students and alumni whatever their careers interests and destinations

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

#### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

#### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.