



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 (APP and EDI)

Department/Division: LSE Careers
Accountable to: Careers Education Manager

Job Summary

To provide oversight for the careers support provided to LSE students and graduates from diverse and underrepresented backgrounds, 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 groups within LSE Careers, academic departments and other areas of the School.

The post-holder will coordinate and contribute to 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. As the lead for the progression workstream of LSE's access and participation plan (APP), the post-holder will have overall responsibility for delivering agreed intervention strategies, working closely with the Evaluation Manager to put in place appropriate tracking, monitoring and reporting.

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

APP and EDI (0.6FTE)

- Lead on the delivery and implementation of the progression workstream of the APP including to:
 - Attend and contribute as a member of the APP Steering Group (APPSG); manage internal stakeholder relationships including through the APPSG, Widening Participation, Recruitment and Admissions and EGI
 - Liaise externally with counterparts in other universities and relevant professional bodies
 - Be an expert on the School's APP and specifically its progression strategies
 - Work closely with the Evaluation Manager and Senior Data Analyst (Careers and Widening Participation) in the Planning Division to analyse and understand the data that is being used to measure the outcomes of students/graduates
 - Continuously evaluate and refine APP interventions based on data analysis and evolving best practices
 - Work closely with colleagues in the Careers Education and Employer Engagement teams, staying informed of activities and changes centrally and in academic departments



- Collaborate with Widening Participation to create a programme of support for students with contextual offers/students that would benefit from APP interventions
- Lead on the coordination and design of our overall EDI programme (disability, LGBTQ+, race equity, social mobility and women) including to:
 - Ensure that EDI activities are streamlined and intersect where appropriate
 - Monitor and review Graduate Outcomes data to identify groups that might need specific support each year
 - Work alongside the Employer Engagement Manager to establish relationships with new connections and employers doing good work in the field of EDI
- Manage project budgets, resources and timelines; undertake effective monitoring and evaluation where appropriate, providing regular updates on progress to Management Team

General responsibilities (0.4FTE)

Careers Education

- Design and deliver programmes of career activities including seminars, workshops and networking events ensuring they meet the needs of current students and recent alumni, with consideration for their diverse occupational, study and geographical interests
- Carry out one-to-one and group career discussions and practice interviews 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 to understand student needs and interests to inform programme design and the development of appropriate resources and interventions
- 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, 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

- Act as lead for the APP and EDI projects, developing and maintaining constructive relationships, working closely with faculty and professional services staff colleagues to design and deliver appropriate career interventions
- 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 (e.g, MyPlus Consulting, Rare Recruitment, Stonewall, The 93% Club and The Social Mobility Foundation)

Marketing and Communications

- Collaborate with the Communications and Content Manager to ensure students and alumni are well informed about LSE Careers and the services available to them
- Develop material 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 through contact with employers and alumni in coordination with appropriate stakeholders in LSE
- Build and maintain appropriate labour market knowledge 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.