



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Careers Consultant (APP and EDI)

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

Criteria	E/D
Knowledge and experience Either: • Previous experience of careers work in an HE setting Or: • Experience of graduate recruitment or similar professional experience • Post graduate qualification in Careers Guidance • Educated to degree level or equivalent • Sound understanding of the graduate and post graduate labour market in the UK and internationally and of the employability agenda • Excellent IT skills: competent user of Microsoft Office • The ability to design and give interactive presentations to large and small groups • Experience of having managed resources (people, projects, money, time)	E D E E E E D
Communication • Ability to listen, read people and react appropriately • Excellent verbal and written communication skills with ability to convey complex information • Ability to communicate effectively and sensitively with different groups of stakeholders • Examples of having promoted a service to different groups • Ability to produce high quality written materials for different audiences	E E E E E
Teaching and training • Experience of having delivered seminars or other presentations to large and small groups • Experience of designing and delivering seminar material • Experience of coaching small groups	E D E
Liaison and Networking • Ability to build and maintain effective internal and external networks • Examples of having initiated and maintained new communication channels • Experience of having represented departmental views to key stakeholders	E E E
Teamwork and Motivation • Ability to participate actively in different teams	E



- Ability to take the lead on a project team - Experience of mentoring, motivating and training others	D E
Planning and organising resources - Ability to plan, prioritise and organise own work - Ability to work to tight deadlines - Experience of participating in planning events and programmes	E E D
Initiative and problem solving Ability to set up creative new projects / initiatives to benefit stakeholders	E
Coaching, development and instruction Experience of mentoring and giving feedback to colleagues	D
Pastoral care and welfare - Ability to advise clients and refer to other services when appropriate - Experience of giving expert and impartial help to clients	E E
Investigation, analysis and research - Ability to monitor and evaluate the success of a project - Ability to analyse qualitative and quantitative data and reporting patterns and trends	E D
Decision Making - Ability to exercise autonomy in own workload - Ability to play a leading role in projects	E E
Service delivery - Ability to respond quickly and flexibly to different needs - Experience of having actively promoted a service internally and externally - Actively seek feedback and use the findings to inform practice	E E E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.