



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

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

| Criteria | E/D |
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| <p>Knowledge and experience Either:</p> <ul style="list-style-type: none"> • Previous experience of careers work in an HE setting <p>Or:</p> <ul style="list-style-type: none"> • 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) | <p>E</p> <p>D E E</p> <p>E E D</p> |
| <p>Communication</p> <ul style="list-style-type: none"> • 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 | <p>E E</p> <p>E</p> <p>E E</p> |
| <p>Teaching and training</p> <ul style="list-style-type: none"> • 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 | <p>E</p> <p>D E</p> |
| <p>Liaison and Networking</p> <ul style="list-style-type: none"> • 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 | <p>E E E</p> |
| <p>Teamwork and Motivation</p> <ul style="list-style-type: none"> • Ability to participate actively in different teams | <p>E</p> |



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| <ul style="list-style-type: none"> • Ability to take the lead on a project team • Experience of mentoring, motivating and training others | D E |
| Planning and organising resources <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Ability to set up creative new projects / initiatives to benefit stakeholders | E |
| Coaching, development and instruction <ul style="list-style-type: none"> • Experience of mentoring and giving feedback to colleagues | D |
| Pastoral care and welfare <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Ability to exercise autonomy in own workload • Ability to play a leading role in projects | E E |
| Service delivery <ul style="list-style-type: none"> • 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.