



## 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 Education Manager

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

### Job Summary

The Careers Education Manager (CEM) oversees activities aimed at developing career management and employability skills among LSE students and alumni.

The post-holder shares responsibility with CEM colleagues for designing and planning careers education within academic departments and as part of the centrally delivered core offer, including one-on-one appointments. They collaborate with key stakeholders such as the Students' Union, SLPD, and PAGE to enhance professional development initiatives.

The Careers Education Manager leads, in collaboration with other CEMs, a team of careers consultants, managing their workload, performance, and professional development. Additionally, they oversee freelance consultants who provide individual appointments to students.

The post-holder contributes to the work of LSE Careers' Management Team and plays a crucial role in the day-to-day delivery of careers education and the Division's operational goals.

Other responsibilities include representing LSE Careers in student-related committees, coordinating with other LSE service divisions and universities to optimize careers education, and sharing best practice in careers and employability support delivery.

### Duties and Responsibilities

#### Service delivery

*Collaborate with fellow CEMs to:*

- Assume joint oversight of the career consultant team's engagement with academic departments
- Support careers consultants in delivering appropriate best practice career education according to the needs of individual academic departments and the professional judgement of each consultant
- Develop overall strategies for engaging and supporting academic departments, recognising the broad spectrum of department profiles and needs at LSE
- Jointly oversee the planning and delivery of the Division's core careers management and employability programmes by (i) ensuring feedback from users and stakeholders is taken into account, (ii) liaising with colleagues in the Employer Engagement team to ensure a coordinated programme of delivery by both employers and careers consultants, (iii) ensuring the programme considers changes in the external and internal environment and incorporates them appropriately, (iv) enabling peer review to take place (see team development)



- Ensure that one-to-one appointments are delivered to a high quality and in appropriate quantity by (i) working with SEO colleagues to ensure efficient timetabling, (ii) hiring additional staff such as freelance career consultants (iii) managing factors affecting day to day delivery, i.e., staff sickness & holidays
- Oversee the design and delivery of career consultant responsibilities including diversity initiatives, PhD support and key development projects
- Manage personal caseload of projects, academic departments, core programme delivery and one-to-one appointments
- Oversee team's delivery of and involvement in the development of communication products such as blogs, departmental information, newsletters, website content, social media initiatives in conjunction with the Marketing and Communications Manager

#### **Team development**

*Collaborate with fellow CEMs to:*

- Manage current team of careers consultants, by (i) ensuring appropriate workloads are set and delivered (ii) ensuring high standards attained and (iii) providing ongoing training and support via regular one to ones, team meetings and annual CDRs
- Oversee the team's professional development and ensure high quality standards in areas such as guidance work and occupational knowledge through (i) an annual peer review process involving all colleagues, (ii) facilitating peer led professional development activities such as the division's Professional Development Plan

#### **Management Team**

- Contribute to development of Division's strategic plans relating to the development of careers education
- Engage in developing and implementing the parts of the Service's operating plan which relate to careers education, ensuring the Management Team remains up to date with progress against the plan
- Support management team colleagues in ensuring the Service's projects are managed effectively

#### **Other**

- Undertake any other duties pertaining to the operational and administrative activities of the Service as required

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



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.