



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 Education Manager

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

Competency	Criteria	E/D
Knowledge and experience	Previous experience of working in a role involving CE in a higher education or similar environment	E
	Sound understanding of the graduate and post graduate labour market in the UK and internationally and of the employability agenda	E
Communication	Ability to coach, support and develop colleagues in a line management capacity	E
	Proven experience of providing advice and guidance to colleagues including the ability to gauge the level of detail required by understanding your audience	E
Teamwork and motivation	Ability to manage, motivate and support team members, including providing feedback on individual performance and giving guidance about appropriate professional development activities	E
	Ability to foster a co-operative and flexible approach and to deliver results for the benefit of everyone	E
Liaison and networking	Ability to develop and maintain effective networks with internal and external contacts that benefit all parties	E
	Ability to represent established Service viewpoints to key stakeholders	E
Service delivery	Proven experience of proactively developing services and/or processes to improve the design and delivery of careers education activities, particularly from a user's perspective	E
	Ability to provide, and ensure that others provide, an effective and client-orientated service to all users.	E
	Ability to effectively promote activities and/or services to internal and external users	E



Decision making	Ability to consult effectively and to make recommendations and/or to take independent decisions as required	E
	Proven ability to advise others on their decisions, including by presenting a balanced analysis of the options available	E
Planning and organising resources	Excellent organisational skills, including the ability to plan and prioritise the activities of others	E
	Proven experience of planning and managing activities in a timely and effective manner and within allocated resources	E
Initiative and problem solving	Ability to use initiative and creativity when addressing difficult situations, or when an immediate solution is not apparent	E
Analysis and research	Able to analyse qualitative and quantitative data and reporting patterns and trends both to anticipate future needs and resourcing and to produce reports for different audiences with key management information	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.