



## 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

**Department/Division:** LSE Careers

**Accountable to:** Deputy Director/Careers Education & Advice Manager

### Job Summary

To provide careers advice and guidance to LSE students and graduates to enable them to make career decisions and to manage their careers successfully both in the UK and internationally.

To bring creative ideas and innovative approaches to skills development at LSE both within LSE Careers, Academic Departments, LSE Life and other areas of the School.

The post-holder will be involved in the design, development, delivery and evaluation of career programmes both centrally and in academic departments. The post-holder will join a careers team who are already active in employer engagement, skills development, advice and guidance and other activities to enhance the student experience, and in networks of colleagues in other universities and employers at a regional, national and global level.

Outside of LSE Careers the post-holder will be expected to develop effective networks across the institution and beyond.

### Duties and Responsibilities

#### Career Education

- Design and deliver coherent and creative programmes of targeted interactive career skills events (e.g. seminars, workshops & networking events) for designated academic departments. Take into account the diverse requirements of student cohorts including, for example, occupational, further study and geographical considerations.
- Design and deliver interactive career activities available centrally within the School, for example, career seminars, workshops, career panels and networking events.
- Use new and innovative modes of delivery, for example, the use of remote digital technology with off campus students.
- Write session plans for career activities which can be subsequently shared with colleagues.



- Carry out one to one and/or group career discussions with students and recent alumni. Use a range of delivery methods appropriate for students both on and off campus (e.g. face to face and online).
- Carry out practice job interviews with students and recent alumni.
- Maintain appropriate professional boundaries referring students and recent alumni where necessary to other support services such as Counselling, Disability and Student Services.
- Take an active role in prospective student and offer holder marketing and support across the School in particular via academic departments.
- Ensure students and alumni are aware of the full range of career activities available in the School and that the programming of departmental activities considers the content and timing of these in an integrated way.

#### **Student and market intelligence**

- Ascertain student career needs from LSE Careers feedback data and departmental feedback data (including focus groups) to inform the development of new and existing resources and career interventions as required.
- Work with colleagues in Student Experience and Operations to ensure timely analysis and dissemination of career data within designated academic departments (e.g. graduate destinations data, LEO data) using LSE Careers Tableau software.
- Stay abreast of new career trends, developments in political, social and economic environment and key competitor offerings in the higher education market making suggestions for where new initiatives can be implemented.

#### **Relationships and Stakeholder management**

- Take an account manager role for designated academic departments with a view to maintaining constructive relationships and working closely with faculty colleagues to design and deliver appropriate career interventions.
- Develop and maintain effective networks both internally and externally.
- Attend and actively contribute to LSE Careers all team and sub team meetings, away days and training activities as required.
- Participate as a full member of LSE Careers working both within the careers consultant team and across sub teams and cross team working groups. Act as lead and team member as required.
- Represent LSE Careers at committees and consultative forums as required.

#### **Professional knowledge and development**

- Maintain up to date & high quality levels of professional knowledge and skills through active participation in LSE Careers professional development activities (such as Careers consultant CPD programme and peer review), national career networks such as AGCAS, CEMS and AGR and appropriate LSE networks.
- Develop and maintain appropriate knowledge of occupational knowledge through employer and alumni contact in coordination with appropriate stakeholders in LSE Careers



- Develop and maintain appropriate knowledge of UK and international labour markets being able to support students credibly no matter where in the world they work.

#### **Project Management**

- Participate in the development and delivery of new strategic initiatives.
- Actively contribute to school wide projects such as skills development, volunteering, LSE Life and Generate.
- Manage project budgets, resources, timelines and undertake monitoring and evaluation where appropriate.
- Participate and support in the writing of any bids for new sources of income to deliver projects.

#### **Marketing & Communications**

- In coordination with appropriate stakeholders in LSE Careers communicate existing LSE Careers support (e.g. website articles, newsletters and blogs) as well as developing bespoke appropriate materials (written and online) for students and recent alumni and other diverse audiences.

#### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#)

#### **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.