



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:

LSE Careers Deputy Director/Careers Education and Advice Manager

| Criteria | E/D |
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| Knowledge and experience Either: <ul style="list-style-type: none"> • 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 • Having managed resources (people, projects, money, time) | E E D E E E E D |
| Communication Examples of: <ul style="list-style-type: none"> • Having shown the ability to listen, read people and react appropriately • Excellent verbal and written communication skills with ability to convey complex information • Having communicated effectively and sensitively with different groups of stakeholders • 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 Examples of: <ul style="list-style-type: none"> • Having delivered seminars or other presentations to large and small groups • Designing and delivering seminar material • Coaching small groups | E D E |
| Liaison and Networking Examples of: <ul style="list-style-type: none"> • Building and maintaining effective internal and external networks • Examples of having initiated and maintained new communication channels | E E |



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| <ul style="list-style-type: none"> Representing departmental views to key stakeholders | E |
| Teamwork and Motivation Examples of <ul style="list-style-type: none"> Actively participating in different teams Taking the lead on a project team Having mentored motivated and trained others | E D E |
| Planning and organising resources Examples of: <ul style="list-style-type: none"> Having planned prioritised and organised own work Working to tight deadlines Participating in planning events and programmes | E E D |
| Initiative and problem solving Examples of: <ul style="list-style-type: none"> Having identified / bid for new sources of income Having been creative in setting up new projects / initiatives to benefit stakeholders | D E |
| Coaching, development and instruction Examples of: <ul style="list-style-type: none"> Having mentored and given feedback to colleagues | D |
| Pastoral care and welfare Examples of: <ul style="list-style-type: none"> Advising clients and referring to other services when appropriate Having given expert and impartial help to clients | E E |
| Investigation, analysis and research Examples of: <ul style="list-style-type: none"> Monitoring and evaluating the success of a project Analysing qualitative and quantitative data and reporting patterns and trends | E D |
| Decision Making Examples of: <ul style="list-style-type: none"> Exercising autonomy in own workload Playing a leading role in projects | E E |
| Service delivery Examples of: <ul style="list-style-type: none"> Responding quickly and flexibly to different needs Having actively promoted a service internally and externally Actively seeking feedback and using 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.