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: Head of Careers Education

Criteria	E/D
Knowledge and experience	
Either:	
• Previous experience of careers work in an HE setting	E
Or:	
• Experience of graduate recruitment or similar professional experience	E
• Post graduate qualification in Careers Guidance	D
• Educated to degree level or equivalent	E
• Sound understanding of the graduate and post graduate labour market in the UK and internationally and of the employability agenda	E
• Excellent IT skills: competent user of Microsoft Office	E
• The ability to design and give interactive presentations to large and small groups	E
• Experience of having managed resources (people, projects, money, time)	D
Communication	
• Ability to listen, read people and react appropriately	E
• Excellent verbal and written communication skills with ability to convey complex information	E
• Ability to communicate effectively and sensitively with different groups of stakeholders	E
• Examples of having promoted a service to different groups	E
• Ability to produce high quality written materials for different audiences	E
Teaching and training	
• Experience of having delivered seminars or other presentations to large and small groups	E
• Experience of designing and delivering seminar material	D
• Experience of coaching small groups	E
Liaison and Networking	
• Ability to build and maintain effective internal and external networks	E
• Examples of having initiated and maintained new communication channels	E
• Experience of having represented departmental views to key stakeholders	E
Teamwork and Motivation	
• Ability to participate actively in different teams	E
• Ability to take the lead on a project team	D

• Experience of mentoring, motivating and training others	E
Planning and organising resources • 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 • Ability to set up creative new projects / initiatives to benefit stakeholders	 E
Coaching, development and instruction • Experience of mentoring and giving feedback to colleagues	 D
Pastoral care and welfare • 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 • 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 • Ability to exercise autonomy in own workload • Ability to play a leading role in projects	 E E
Service delivery • 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.