



## 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 (Mandarin Speaking)

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

Criteria	E/D
<p><b>Knowledge and experience</b> Either:</p> <ul style="list-style-type: none"> <li>• Previous experience of careers work in an HE setting</li> </ul> <p>Or:</p> <ul style="list-style-type: none"> <li>• Experience of graduate recruitment or similar professional experience</li> <li>• Post graduate qualification in Careers Guidance</li> <li>• Educated to degree level or equivalent</li> <li>• Sound understanding of the graduate and post graduate labour market in the UK and internationally, specifically China and of the employability agenda</li> <li>• Excellent IT skills: competent user of Microsoft Office</li> <li>• The ability to design and give interactive presentations to large and small groups</li> <li>• Experience of having managed resources (people, projects, money, time)</li> </ul>	<p>E</p> <p>D E E</p> <p>E E D</p>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Ability to speak and write Mandarin fluently</li> <li>• Ability to listen, read people and react appropriately</li> <li>• Excellent verbal and written communication skills with ability to convey complex information</li> <li>• Ability to communicate effectively and sensitively with different groups of stakeholders</li> <li>• Examples of having promoted a service to different groups</li> <li>• Ability to produce high quality written materials for different audiences</li> </ul>	<p>E E</p> <p>E</p> <p>E E</p>
<p><b>Teaching and training</b></p> <ul style="list-style-type: none"> <li>• Experience of having delivered seminars or other presentations to large and small groups</li> <li>• Experience of designing and delivering seminar material</li> <li>• Experience of delivering guidance and coaching one-to-one and to small groups</li> </ul>	<p>E</p> <p>D E</p>
<p><b>Liaison and Networking</b></p> <ul style="list-style-type: none"> <li>• Ability to build and maintain effective internal and external networks</li> <li>• Examples of having initiated and maintained new communication channels</li> <li>• Experience of having represented departmental views to key stakeholders</li> </ul>	<p>E E E</p>



<b>Teamwork and Motivation</b> <ul style="list-style-type: none"> <li>• Ability to participate actively in different teams</li> <li>• Ability to take the lead on a project team</li> <li>• Experience of mentoring, motivating and training others</li> </ul>	E D E
<b>Planning and organising resources</b> <ul style="list-style-type: none"> <li>• Ability to plan, prioritise and organise own work</li> <li>• Ability to work to tight deadlines</li> <li>• Experience of participating in planning events and programmes</li> </ul>	E E D
<b>Initiative and problem solving</b> <ul style="list-style-type: none"> <li>• Ability to set up creative new projects / initiatives to benefit stakeholders</li> </ul>	E
<b>Coaching, development and instruction</b> <ul style="list-style-type: none"> <li>• Experience of mentoring and giving feedback to colleagues</li> </ul>	D
<b>Pastoral care and welfare</b> <ul style="list-style-type: none"> <li>• Ability to advise clients and refer to other services when appropriate</li> <li>• Experience of giving expert and impartial help to clients</li> </ul>	E E
<b>Investigation, analysis and research</b> <ul style="list-style-type: none"> <li>• Ability to monitor and evaluate the success of a project</li> <li>• Ability to analyse qualitative and quantitative data and reporting patterns and trends</li> </ul>	E D
<b>Decision Making</b> <ul style="list-style-type: none"> <li>• Ability to exercise autonomy in own workload</li> <li>• Ability to play a leading role in projects</li> </ul>	E E
<b>Service delivery</b> <ul style="list-style-type: none"> <li>• Ability to respond quickly and flexibly to different needs</li> <li>• Experience of having actively promoted a service internally and externally</li> <li>• Actively seek feedback and use the findings to inform practice</li> </ul>	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.**