



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 (LSE Law School)

Department/Division: LSE Careers/LSE Law School **Accountable to:** Careers Education
Manager, LSE Careers

Competency	Criteria	E/D
Knowledge and experience	Previous experience of careers work in a university setting, or prior professional experience in the legal sector or the HR recruitment function of a firm	E
	Excellent understanding of the legal sector and professional pathways for law graduates	E
	A willingness to acquire a postgraduate qualification in Careers Guidance or coaching, and to participate in relevant professional development	E
	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
	Experience of having managed resources (people, projects, money, time)	D
Communication	Ability to listen, read people and scenarios and react appropriately, adjusting communications to different audiences and situations	E
	Excellent verbal and written communication skills with ability to convey complex information	E
	Examples of having promoted a service to different groups	D
Teaching and training	Experience of designing and delivering seminars or other presentations including production of high quality relevant materials	E
	Experience of coaching small groups	D



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	D
Teamwork and Motivation	Ability to participate actively in different teams, taking the lead where appropriate	E
	Experience of mentoring, motivating and training others	D
Planning and organising resources	Ability to plan, prioritise and organise own work to meet tight deadlines	E
	Ability to exercise autonomy in own workload	E
	Ability to respond quickly and flexibly to different needs	E
	Ability to set up new projects / initiatives and to lead their delivery	E
Pastoral care and welfare	Ability to advise clients and refer to other services when appropriate	E
	Experience of giving expert and impartial help to clients	E
Investigation, analysis and research	Ability to analyse data to evaluate the success of a project and inform future practice	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.