



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: LSE Careers Deputy
Director/Careers Education and 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/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, ISE 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.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

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.