



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
<p>Knowledge and experience Either:</p> <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 • Ability to design and give interactive presentations to large and small groups • Having managed resources (people, projects, money, time) 	<p>E</p> <p>D E E</p> <p>E E D</p>
<p>Communication Examples of:</p> <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 	<p>E E</p> <p>E</p> <p>E E</p>
<p>Teaching and training Examples of:</p> <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 	<p>E D E</p>
<p>Liaison and Networking Examples of:</p> <ul style="list-style-type: none"> • Building and maintaining effective internal and external networks 	<p>E</p>



<ul style="list-style-type: none"> • Examples of having initiated and maintained new communication channels • Representing departmental views to key stakeholders 	E E
<p>Teamwork and Motivation</p> <p>Examples of</p> <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
<p>Planning and organising resources</p> <p>Examples of:</p> <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
<p>Initiative and problem solving</p> <p>Examples of:</p> <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
<p>Coaching, development and instruction</p> <p>Examples of:</p> <ul style="list-style-type: none"> • Having mentored and given feedback to colleagues 	D
<p>Pastoral care and welfare</p> <p>Examples of:</p> <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
<p>Investigation, analysis and research</p> <p>Examples of:</p> <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
<p>Decision Making</p> <p>Examples of:</p> <ul style="list-style-type: none"> • Exercising autonomy in own workload • Playing a leading role in projects 	E E
<p>Service delivery</p> <p>Examples of:</p> <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.