

# Career Development Consultant



## ROLE DESCRIPTION

### GRADE

Grade 5

### LOCATION

Sighthill, Merchiston,  
Craiglockhart, Edinburgh.

Role holders may be asked to change location from time to time to meet service and development needs and may be required to visit other campuses regularly.

### LINE MANAGER

Career Development  
Manager

### ROLE SUMMARY

The Student Futures team work to provide high quality careers and employability skills development and advice to students across all six academic schools. With a focus on student experience, the service delivers up-to-date careers workshops and skills development sessions as well as direct links to industry. Significantly, the team are responsible for contributing to a consistent and effective placement strategy whilst developing initiatives that have a positive impact on graduate employment destinations and outcomes.

The role holder will provide career guidance and skills development to support students in pursuing their desired career path. They will support design and delivery of employability workshops to students as well as offering support face to face and online.

### LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.



## MAIN DUTIES AND RESPONSIBILITIES

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- To offer 1:1 guidance and coaching and group workshops to support students pursuing their desired career path
- To coordinate the delivery of career-related education, information and guidance for specific groups
- To deliver presentations on the work of Student Futures and how to access its services
- To work closely with other Career Development Consultants to ensure that careers information provided is current and fit for purpose
- To collect qualitative and quantitative feedback from students in line with service policy and keep accurate records and provide reports as required.
- To support design and delivery of employability workshops which reflect up to date trends and best careers practice and reflect current opportunities and challenges relevant to industry needs.
- To work closely with Student Futures Employer Engagement Team to identify needs from industry in relation to professional development and use to direct core careers advice to students either directly or through shared employer delivery and events.
- To work on strategic theme projects to enhance the student experience example of projects: Inclusion, International Employment and Early Career Researchers
- To work closely with Schools to ensure that there is an understanding of the careers challenges in the specific area and the development solutions they offer are addressing our students' needs.
- To supervise the efficient and effective day-to-day administration of appropriate learning and development events and to contribute to various projects and initiatives as required.
- To work closely with the Placement Team to design and deliver bespoke Placement Preparation Programmes.
- To research and evaluate information from a variety of internal and external sources to form the basis of documentation, curricula and reports for University committees and working groups.
- To identify and contribute to appropriate professional events and conferences across Higher Education to network.
- To work in line with the University's stated values & behaviours.
- To be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.
- To participate in the University's My Contribution scheme and the annual Career Development Consultant Peer Review Process.
- To undertake any other duties as may be reasonably required by the Career Development Manager and Head of Student Futures.
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>EDUCATION / QUALIFICATIONS</b>		
• Degree or equivalent	✓	
• Post Graduate Diploma in Careers Guidance or similar	✓	
• A demonstrable history of continuing professional development in the area of Careers Guidance and predicting future job opportunities	✓	
• Professional qualifications in an aspect of personal development.		✓
<b>SKILLS / EXPERIENCE</b>		
• Experience of working in delivery of careers education, advice and guidance in a higher education environment	✓	
• Extensive experience of designing and delivering academic or professional material to students	✓	
• Experience of working in an environment of high quality service delivery	✓	
• Experience of providing guidance to service users using electronic media	✓	
• Experience of offering one to one advice and guidance to students	✓	
• Experience of taking part in service evaluation activities	✓	
• Knowledge and understanding of employability and student employment issues.	✓	
• Experience of working with online materials.	✓	
• Extensive experience of working collaboratively.	✓	
• Commitment to students, the quality of their experience, and to their success now and in the future.	✓	
• Effective interpersonal skills – the ability to work with, lead, persuade and motivate a wide range of people including students, colleagues and staff.	✓	



	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Ability to work creatively under pressure in a changing environment, and to prioritise and make decisions.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>High level facilitation and presentation skills demonstrating an ability to work confidently with students, colleagues, staff and managers at all levels.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Highly developed oral and written communication skills including use of IT in a Windows environment.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work independently to organise own workload and as part of a team.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Well-developed time management, planning and organisational skills.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Flexible approach to working overtime or out of normal hours when required.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Commitment to upholding the University values and behaviours.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of project management.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Skills in contributing to website content &amp;/or online resources.</li> </ul>		✓