

# LIBF

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## JOB DESCRIPTION

### SECTION 1

#### BASIC DATA

**Job Holder's Name:**

**Job Title:** Senior Careers Consultant

**Reports to:** Head of Careers and Employability

**Location:** London/Home

**Department:** Higher Education Qualifications knowledge and professional memberships

**Job Family:** Team Leader and Specialist

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### SECTION 2

#### DEPARTMENT STRUCTURE

To be confirmed

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### SECTION 3

#### OVERALL JOB PURPOSE

Senior Careers Consultants work with a wide variety of clients at different stages of their careers, delivering innovative services both in-person and remotely. Senior Careers Consultants create a variety of engaging digital materials, relevant to students' careers stages and sectors of interest and lead employability-related projects focused on specific cohorts and digital tools. Senior Careers Consultants also deliver personalized guidance appointments; however, the aim is for students to engage in careers and employability learning prior to these personalised appointments. They collaborate with colleagues across the LIBF team to improve the quality of the provision and promote the trust and reputation in LIBF.

## **SECTION 4**

### **PRINCIPAL ACTIVITIES/OUTPUT OF JOB**

- Enhance clients' careers management skills through designing and delivering activities, such as interactive webinars, sector insight presentations and skill development sessions.
- Identify areas to contribute to employability and careers learning into the curriculum.
- Establish and sustain strategic relationships with colleagues, including those from faculty, professional services, and other stakeholders (e.g. with the Marketing/Sales /Admission team) to integrate coherent employability support throughout the student journey.
- Promote the use of digital tools and seek creative opportunities to integrate these prior to personalised guidance appointments.
- Deliver guidance appointments to clients to support with career decision-making and career development.
- Maintain an up-to-date understanding of recruitment practices and trends in the labour market to inform session content and guidance appointments.
- Collaborate with colleagues on employability related events with external speakers.
- Represent our service and our institution to internal and external stakeholders.
- Use data sources such as Graduate Outcomes Survey results and service engagement data to design bespoke creative careers interventions.
- Integrating AI-based self-services into the career service portfolio.
- Develop and maintain an understanding of the specific career development needs of clients based on background, stage of study, subject of study, etc, tailoring content accordingly.
- Follow developments in the sector particularly those championed by Association of Graduate Careers Advisory Services (AGCAS) and the Institute for Student Employers (ISE).
- Take part in projects across the wider IU Group to develop clients' careers learning and management.
- Agree and meet targets and to monitor impact of your work in line with the organisational Objectives and Key Results.

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## **CONTACTS AND INFLUENCE EXERCISED**

(Type, number and seniority of contacts, impact of influence)

## **DECISIONS**

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	X
Interprets policies & procedures	X
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	X
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance objectives	

## **DEFINITION /CLARITY**

This is a new role and as such there will be a review of the duties of the role over time.

## **ANY ADDITIONAL FEATURES OF NOTE**

Signed ..... Date .....

JOB HOLDER

Signed ..... Date .....

MANAGER

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## PERSON SPECIFICATION

**Job Title:** Senior Careers Consultant

**Reports to:** Head of Careers and Employability

**Department:** Higher Education Qualifications, knowledge and professional memberships

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential / desirable?</b>	
A first degree in any subject	D	
A relevant professional qualification in careers guidance, coaching or be willing to work towards one	E	
<b>Technical Skills and Experience</b>		
Experience of delivering one-to-one support to individuals from a wide range of backgrounds and stages in their career	E	
Able to prioritise and manage projects and events in a timely and appropriate manner	E	
Experience of presenting to/teaching small and large groups	E	
Awareness of relevant issues and external factors, for example, in legislation, which may impact the role.	E	
Computer-literacy and experience of developing engaging online learning materials	E	
Excellent oral and written communication skills including and excellent command of English language.	E	
The ability to communicate complex information clearly to a variety of audiences	E	
<b>Core Competencies</b> (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	<b>Essential / desirable?</b>	<b>Core for all employees</b>
<b>Values</b>		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
<b>Skills and Experience</b>	<b>Essential / desirable?</b>	<b>Core or Enhanced</b>
Communicating effectively	E	C
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	C
The Customer Experience	E	C
Managing quality and standards	E	C
Applying judgement and taking decisions	E	C