



Careers Consultant

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Careers Consultant

Grade:

G

Department:

Alumni, Careers &
Enterprise

Line Manager Job Title:

Senior Manager
(Careers)

Job purpose

The primary purpose of this role is to strategically embed careers and enterprise in the curriculum across Regent's. Working closely with academic colleagues, the postholder will develop, coordinate and design curriculum offer ensuring that the educational development approaches are connected to support the delivery of high-quality student and graduate outcomes across the student life cycle.

The Careers Consultant will provide development and support to course leaders and colleagues building relationships and finding innovative ways to collaborate across the institution. The postholder will identify ways for industry to collaborate with Regent's as part of the Industry Connectivity strategic objective and will contribute to thought leadership in career development and enterprise.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



Main responsibilities

1	Lead and deliver current provision across career development and advice, in order to support the successes for our highly international, networked community of students and graduates.
2	Deliver improvements in graduate-level enterprise and employment outcomes as measured by the Graduate Outcomes Survey and other KPIs appropriate to our graduate community.
3	Deliver an exceptional student experience in relation to areas of responsibility within the Careers, Enterprise, and Industry service, and drive continuous improvement, through engaging with the feedback of students, alumni and external industry stakeholders.
4	Work with colleagues within the Alumni, Careers & Enterprise team to develop content, focussed on career development and enterprise with supporting resource and information to be shared with students and graduates.
5	Developing an engaging approach for all students in developing their career development, by developing and delivering a sector leading suite of on and offline interventions.
6	Work with the Senior Manager (Careers) to review current provision and develop a model for career development management, and advice and guidance that is aligned to the curriculum, and that delivers exceptional Graduate Outcomes.
7	Oversee the ongoing management of the careers platform while leading on the development of the platform with global opportunities in keeping with the aspirations and internationalism of our students.
8	Design and develop and deliver career management advice and guidance with an increased use of self-service digital content.
9	Develop and deliver career management and advice and guidance through bespoke workshops, one-to-one consultations, and events.
10	Plan and prepare the career coaching provision, involving contract management of career coaches, being fully responsible for managing the coaching contractor budget, where appropriate.
11	Develop and deliver a compelling offer of career acceleration for graduates in collaboration with the Alumni team to ensure maximum engagement with the Graduate Outcomes Survey, and improved university metrics in relation to national benchmarks.
12	Contribute to the development and delivery of an integrated incubation model led by the Senior Manager (Careers) that embeds multidimensional industry challenges as part of the curriculum to deliver enhanced

enterprise and innovation opportunities for students.

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| 13 | Work closely with the Senior Manager (Careers) to liaise with academic colleagues as required to promote the service to students. |
| 14 | Support the university-wide Industry Connectivity strategic approach to building long-term relationships with employers/businesses to benefit graduate outcomes for our students and graduates. |
| 15 | Work with colleagues across the university to integrate career development into the wider university missions, including (but not limited to) Recruitment, Marketing and Alumni Relations. |
| 16 | Stay up to date with market intelligence and opportunities as well as legislative changes. |
| 17 | Build and maintain effective and productive working relationships with colleagues, clients and third parties and support the University's values. |
| 18 | Work with others and behave in a way that supports the University's commitment to inclusion and diversity. |
| 14 | Contribute to building a vibrant campus community by taking real accountability, collaborating with colleagues across the university and constantly adding value. Foster an inclusive, sustainable and safe environment for all through our EDI, Health and Safety and B-Corp initiatives and policies. |
| 15 | To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post. |

Person specification

1. Position details

Job title: Careers Consultant
Grade: G
Department: Alumni, Careers & Enterprise
Line manager job title: Senior Manager (Careers)

2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
A first degree or equivalent experience	E	
Qualification in Careers Guidance (QCG)/Diploma in Careers Guidance, or (NVQ4) in Advice and Guidance, or Postgraduate Certificate or Diploma in the Management of Student Work Experience or equivalent experience	E	
A postgraduate or teaching qualification		D
Experience		
Demonstrable experience of delivering measurable improvements	E	
Demonstrable experience of successfully developing, managing, and delivering careers advice and guidance, ideally in a Higher Education context with an in-depth understanding of career transitions, graduate labour market and career change	E	
In-depth knowledge of the global graduate employment market and of future growth areas in a range of industries relevant to our student community, with a specific skill set in business, enterprise, and management.	E	
Experience of leading in project-based work	E	
Experience of delivering training to groups of varying size and knowledge, considering cultural sensitivities	E	
Experience of developing a high-quality offer to graduates and alumni in an international context		D
Experience of working with mature students		D
Knowledge, skills & competencies		
Knowledge of contemporary approaches to career development		D
Ability to coach small groups	E	
Awareness and understanding of the needs of a wide range of employers, across sectors.		D

Knowledge of HE learning and teaching practices		D
Experience of working in an entrepreneurial, incubation or innovation environment.		D
Working knowledge of Canva/Adobe InDesign or other design software		D
Knowledge of SITS-vision or other student record systems		D
Practical knowledge of an additional language		D
General attributes & personal qualities		
An entrepreneurial and innovation mind-set with a creative approach to cope effectively with ambiguity.	E	
Customer focused – anticipates the requirements of the customer (whether they be internal or external) and meets those needs in a timely manner.	E	
Excellent communication skills both verbal and written.	E	
Manages confidential information with appropriate discretion and can be trusted to do so.	E	
Shows initiative, manages own workload effectively, delivers against own commitments and followsthrough on tasks to completion in a timely manner.	E	
Produces high quality and accurate work that they routinely sense check. Sets, works to and maintainshigh operational standards and is detail focused.	E	
Works collaboratively and has a 'can do' mentality.	E	
Manages competing and conflicting priorities effectively, is calm under pressure and reprioritizes ownwork to remain on course.	E	
Understanding of marketing, social media channels and how these can be utilised		D
Understanding of legislation related to overseas placements and internships		D