



## **FURTHER PARTICULARS FOR THE ROLE**

**MBA Careers Adviser**

**Aston Business School**

**Reference Number: R120121**

**Closing date: Friday 22<sup>nd</sup> June 2012**

**Interview date: To be confirmed**

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## **ROLE DESCRIPTION**

Reporting to the MBA Director, you will take responsibility for developing and maintaining careers services for all Aston Business School (ABS) MBA students. You will also have a wider responsibility for working with the Business School's MSc Careers Adviser and the University's Careers Team on developing the wider service for all ABS postgraduate students. The key priorities will be to further develop effective career management support for MBA students and to raise the profile of Aston Business School MBA programmes with prospective employers.

In this role, you will work within a small but dynamic and enthusiastic MBA team and with wider members of staff at Aston Business School and across the University. There are approximately 70 full-time MBA students, 250 part-time MBA students, 20 online MBA students and 700+ taught postgraduates in Aston Business School in any one year with planned increases in the foreseeable future. Programmes are highly selective and diverse, currently encompassing around 30 nationalities.

## **Responsibilities**

- To work with Aston Business School's MBA Director to ensure that Career Management Skills programmes delivered to the Business School's MBA students are relevant, understood and effective.
- To provide one-to-one guidance, advice and information to MBA students in order to:
  - help them to focus their career plans and objectives and manage their expectations
  - enable students to evaluate their skills and other strengths in relation to the job market
  - enable students to obtain successful positions in employment within the UK, EU and internationally
  - act as a source of support throughout the period of transition from study to employment
- To work closely with the ABS MSc Careers Adviser and the University's Careers Service, to ensure that effective and co-ordinated services are delivered. To contribute to the running and development of the University's Careers Service when appropriate.
- To provide and deliver a range of practical seminars and workshops relevant to career planning and executive job search e.g. CV writing, interview skills, psychometric testing, developing materials and involving external speakers as appropriate
- To establish and develop links with companies and recruiters in order to facilitate recruitment activity and promote Aston Business School's MBA programmes
- To encourage and host presentations and on-campus interview programmes by prospective employers
- To develop and maintain careers information resources appropriate to executive job search
- To establish and develop a service specifically for the new on-line and the executive MBA programmes
- To represent the Business School on external groups, as agreed

- To support student recruitment activities, as agreed
- To be, or to become, a member of AGCAS (Association of Graduate Careers Advisory Services) and contribute to the activities of the Association
- Other duties as may be required from time to time which are commensurate with the post held. Some evening work may be necessary

## PERSON SPECIFICATION

MOA = Method of assessment

Application Form (AF) Interview (I) Presentation (P)

	ESSENTIAL	MOA
<b>Education/Qualifications</b>	A good honours degree or equivalent	AF
<b>Experience</b>	Significant work experience in an area or areas where graduates are normally employed	AF, I
	Experience of working in careers, graduate recruitment, training and development	AF, I, P
	Effective networking with companies and recruiters	AF, I, P
<b>Aptitudes and Skills</b>	Ability to conduct individual careers guidance discussions	AF, I
	Ability to deliver skills training on self-presentation in the job market	AF, I
	Successful co-ordination and organisation of events/programmes of activity	AF, I
	Excellent written and oral communication skills	AF, I, P
	Confidence to relate to and develop a rapport with individual clients	AF, I, P
	Self-motivating	I
	Ability to influence and enthuse others	AF, I, P
	Excellent organisational capability	AF, I
	Ability to work as a member of a team	AF, I
	Ability to cope with pressure	I
<b>Other</b>	High level of IT literacy	AF, P

	DESIRABLE	MOA
<b>Education/Qualifications</b>	A recognised careers qualification eg DipCG, NVQ Level 4	AF
	Other relevant professional qualifications eg CIPD, MBA	AF
	British Psychological Society Statement of Competence to Level A	AF
	British Psychological Society Statement of Competence to Level B	AF
<b>Experience</b>	Experience of working in commercial or industrial sectors	AF, I
	Experience of working with postgraduate students	AF, I
<b>Aptitudes/Skills</b>	Ability to use psychometric assessment techniques as part of a career analysis process	AF
	Knowledge of executive labour market trends, employer expectations and the career opportunities open to MBA graduates	I

## OUTLINE TERMS AND CONDITIONS OF THE APPOINTMENT

<i>Term of appointment:</i>	Continuing appointments are offered. The appointment is Grade 9 and the salary range for this grade is £37,012 - £44,166 per annum.
<i>Holiday entitlement:</i>	30 days in addition to up to 13 days per annum on specified public and University holidays.
<i>Pension</i>	Eligible staff are offered a defined benefit pension with the Universities Superannuation Scheme (USS).
<i>Performance related pay:</i>	In addition to the basic salary, the University operates a PRP scheme. Awards are determined on an annual basis.
<i>Qualifications:</i>	Successful candidates will be required to produce evidence of their qualifications upon joining the University.
<i>Relocation:</i>	Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The University operates a relocation scheme to assist newly-appointed staff in meeting this requirement. Full details of the relocation scheme are included with offers of appointment.
<i>Medical examination:</i>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<i>Eligibility to work in the UK:</i>	Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system. Candidates should check their eligibility to enter or remain in the UK <b>in advance of making any job application</b> using the <a href="#">points-based calculator</a> on the UK Border & Immigration Agency (UKBA) website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.
<i>Document checks:</i>	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the UK Border Agency website. <a href="http://www.ind.homeoffice.gov.uk">www.ind.homeoffice.gov.uk</a> .

Full details of the salary scales, terms and conditions of service and associated policies and procedures are available on the recruitment website.

## FURTHER ADVICE

Please contact Angela Watkinson, for an informal discussion about the post.

Tel: +44(0) 121 204 4753      Email: [a.l.watkinson@aston.ac.uk](mailto:a.l.watkinson@aston.ac.uk)

If you would like information on the progress of your application, or advice on any aspect of the appointment process generally, or the terms and conditions of service, please do not hesitate to contact:

Kam Randhawa	HR Advisor	+44 (0) 121 204 4586	<a href="mailto:k.randhawa3@aston.ac.uk">k.randhawa3@aston.ac.uk</a>
Manpreet Kaur	HR Administrator	+44 (0) 121 204 4590	<a href="mailto:m.kaur10@aston.ac.uk">m.kaur10@aston.ac.uk</a>

## EQUAL OPPORTUNITIES STATEMENT

Aston University undertakes to promote equality and diversity within the University Community in all aspects of its work. Further, it aims to ensure through its admissions policies for students and its recruitment and selection processes for staff that it encourages applications from all groups represented in the wider community at a local, national and international level. The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston. For further details of policies and codes of practice on race, gender, disability, religion and belief, sexual orientation and age see: <http://www.aston.ac.uk/staff/equalops/>

An Equal Opportunities Monitoring Form is included with the application form.

## DATA PROTECTION ACT 1998

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which may be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.