

Candidate Brief

MBA Careers Consultant

Reference: R190146

Salary: Grade 9, £40,792 to £48,677
per annum (pro-rata)

Contract Type: Continuing

Basis: Part Time (18.15 hours per
week)

Closing Date: 23.59 hours BST on
Thursday 9 May 2019

Interview Date: To be confirmed

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

Reporting to the Associate Dean responsible for MBA programmes, you will take responsibility for developing and delivering 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 Consultant and the University's Careers+Placements 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.

Main Duties/Responsibilities:

- ▶ To work with Aston Business School's MBA Directors to ensure that Career Management Skills programmes delivered to the ABS's MBA students are relevant, understood and effective.
- ▶ To provide one-to-one advice, information and guidance (IAG) to MBA students in order to:
 - a. help them to focus their career plans and objectives and manage their expectations.
 - b. enable students to evaluate their skills and strengths in relation to the job market.
 - c. enable students to obtain successful positions in employment within the UK, EU and internationally.
 - d. act as a source of support throughout the period of transition from study to employment.
- ▶ To work closely with the ABS MSc Careers Consultant and the University's Careers+Placements team, to ensure that effective and co-ordinated services are delivered. To contribute to the running and development of the University's Careers+Placements team, where appropriate.
- ▶ To research, prepare 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 recruiters in order to facilitate recruitment activity.
- ▶ To identify, 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 links with companies in order to source placement/internship opportunities and projects and promote Aston Business School's MBA and related apprenticeship programmes.
- ▶ To develop effective relationships with the MBA cohort to manage 'leaver' data supporting the institutions potential to be ranked in the Financial Times.
- ▶ To participate in specialist MBA networking groups (CARNET) and conference attendance (UKCISA) to ensure Aston is an active part of the MBA community keeping abreast of sector developments and benefitting from the outcomes these memberships deliver.
- ▶ To represent the Business School on external groups, as agreed.
- ▶ To become, a member of AGCAS (Association of Graduate Careers Advisory Services) and contribute to the activities of the Association as appropriate.
- ▶ Other duties as may be required from time to time which are commensurate with the post held. Some evening and weekend work may be necessary.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	A good first degree (or more extensive relevant experience, as described below).	Application form
Experience	Management and/or executive recruitment and selection. Management career planning and development.	Application form and interview
Aptitude and skills	Demonstrable track record of the development of employability skills, competencies and behaviours. Track record of effective team working. Demonstration of either an established recruitment/development network or past success in developing such networks. Understanding of the skills, competencies and behaviours required to enhance employability of MBA graduates. Clear and insightful understanding of how the global MBA recruitment market operates.	Application form and interview

	Desirable	Method of assessment
Education and qualifications	An MBA or equivalent higher level professional qualifications.	Application form
Experience	Track record of interaction with or membership of relevant bodies, such as The AGCAS, AMBA, EFMD, CIM, IoD or equivalent recruitment bodies. Record of presentation at relevant, global conferences or recruitment events. Involvement in the organisation and co-ordination of recruitment and/or employer events, conferences or fairs.	Application form and interview

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:

Name: Simon Finley

Job Title: Senior Teaching Fellow

Tel: 0121 204 3269

Email: s.finley@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

Benefits: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

Working in Birmingham: <http://www.aston.ac.uk/birmingham/city-living/>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage 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 student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <http://www.aston.ac.uk/data-protection>. 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 will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.



Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr

