

OPPORTUNITY

Careers Consultant

Reference: R210469

Salary: £34,304 to £40,927, per annum.

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

This role supports Aston University postgraduate taught (PGT) and undergraduate (UG) students as part of the central service delivering professional careers education, information, advice and guidance within and outside the curriculum. Based in the Careers and Placements team, you will offer consultancy across all colleges of study, working with academic staff to develop and deliver employability learning initiatives and specialist advice to home, EU and international students and graduates. Reporting to the Head of Careers, your activities will contribute to the provision of information advice and guidance through 1:2:1 appointments, group sessions and curriculum delivery coupled with wider departmental project work.

Main duties and responsibilities

Delivery of careers education, information, advice, guidance and employability support for PG and UG students coupled with wider project initiatives.

- ▶ Deliver and further develop a comprehensive suite of curriculum-based careers support sessions and resources to current Masters students outside of Aston Business School, using blended learning approaches including face-to-face and online, as well as integrating careers support into forthcoming Masters courses.
- ▶ Design, deliver and provide support relating to co-curricular career management/employability teaching initiatives and skills workshops. Develop and deliver engaging content interacting with a diverse range of students, using innovative ideas, technology and online media to enhance and embed learning.
- ▶ Play a lead role in working as the team representative for PG Graduate Outcomes, supporting student success through key project work and becoming an active participant in the Aston & Beyond sub-group, working closely with colleagues from the Employer Relations team.
- ▶ Act as the main contact to provide careers support to Aston Graduate School's PhD student community, including delivering inductions, developing resources, employer presentations and appointments. There will also be scope for you to join the AGCAS Midlands PGR Group.
- ▶ Provide careers education information advice, and guidance (CEIAG) for UG and PGT students of any discipline in 1 to 1 appointments face to face, by telephone or via online platforms.
- ▶ Take the lead in the understanding and development of materials for your designated UG/PG student caseload. Your remit will include researching and developing specialist knowledge of your given area, sharing best practice with colleagues across the team and wider university in order to support the delivery of the employability agenda and departmental KPIs.
- ▶ Build effective relationships with academic and support staff in the schools of study and other employability enhancing services to develop students' career management and employability skills, including annual service planning.
- ▶ Research and maintain a thorough knowledge and understanding of key subject areas including occupations, labour market trends, graduate employers and recruitment processes and procedures.

- ▶ Analyse a variety of data sources to include the Graduate Outcomes Survey (GOS), TEF, Career Registration and student demographics. Use the results to co-develop a strategy with academic colleagues to move towards enhanced employability outcomes.
- ▶ Develop and manage Technology Enhanced Learning (Online learning) for UG and PG students and graduates, and also lead on the internal support of some software packages for example Abintegro.
- ▶ Create opportunities to work with students and encourage student engagement and participation in shaping our service through innovative methods. Foster positive relationships with course and Student Union representatives through the attendance at appropriate student and staff consultative committee meetings (SSCC).
- ▶ Engage with recruiters for the purpose of informing high quality, up to date careers practice, and promoting the University and its students/graduates to facilitate recruitment activity.
- ▶ Develop and update information resources and be a key contributor to Careers and Placements' online resources delivered through our website and social media channels.
- ▶ Continue to develop as a careers professional through the undertaking of appropriate CPD courses and by undertaking peer review activities.
- ▶ Contribute to the wider professional community by sharing or developing good practice through channels such as the Association of Graduate Careers Advisory Services and the Institute for student Employers or similar.
- ▶ Contribute to and represent the wider team at relevant committee meetings for e.g. learning and teaching committee and periodic reviews.
- ▶ Actively support careers fairs, employer led events and open days along with other employability or university related activities which may on occasion take place during an evening or at the weekend.
- ▶ Contribute to the aims of the wider department, University and immediate team through your objectives, demonstrating the high performance culture in your everyday work and being a good citizen of Aston.
- ▶ Foster a positive climate for team working and collaboration and act on and promote team values.
- ▶ Ensure activities comply with relevant Data Protection, Health and Safety, Equal Opportunities and other relevant employment related legislation.
- ▶ Undertake any other duties commensurate with the grade as required.

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	<p>Educated to degree level or equivalent. Professional qualification in careers guidance (e.g. PGDipCG, QCG) or a related subject (eg CIPD, QTS)</p> <p>or</p> <p>Substantive relevant experience plus a commitment to studying for a relevant qualification</p>	Application form
Experience	<p>Substantive experience of HE careers education, information, advice and guidance or similar activities.</p> <p>Excellent knowledge and understanding of the postgraduate education landscape.</p> <p>Experience of developing and delivering engaging and interactive training to groups of varying sizes.</p> <p>Experience of working with a diverse client group encompassing a broad age range and from diverse ethnic, social and cultural backgrounds.</p> <p>Experience of working with international students for example Indian, Nigerian and Chinese</p> <p>Experience of providing services to stakeholders other than students, such as academics within a school or faculty, account management or other.</p>	Application form and interview
Aptitude and skills	<p>High level relationship-building skills with a wide range of stakeholders.</p> <p>Written and oral communication - ability to convey complex information in a simple and engaging manner.</p>	Application form and interview

Essential	Method of assessment	
	<p>Ability to research and develop accurate and stimulating learning materials.</p> <p>Ability to prioritise and manage time well, whilst taking an adaptable approach and responding quickly to changing requirements.</p> <p>Ability to incorporate suitable technology successfully in Careers Educations Information and Guidance (CEIAG) methods.</p> <p>Ability to coach and develop others to success.</p> <p>Ability to work both independently and collaboratively.</p> <p>Ability to work under pressure to meet deadlines and achieve targets.</p> <p>Demonstrable commitment to personal and professional development that enhances performance in the role.</p> <p>Negotiation and persuasion skills.</p> <p>Uses judgement to make good decisions in complex situations.</p> <p>Excellent IT skills: including MS Office suite.</p>	

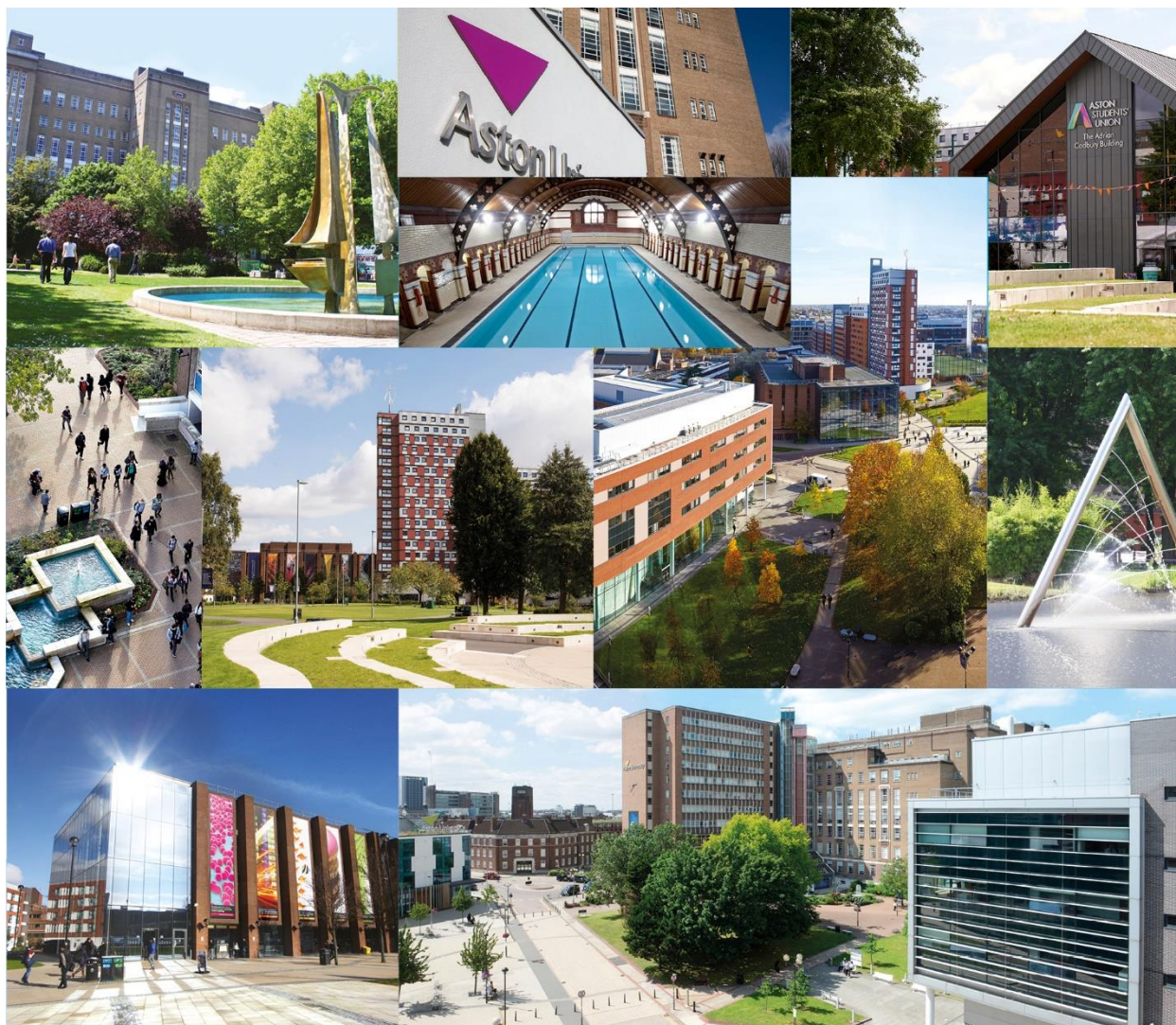
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/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 jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Julie Stonall

Job j.stonall@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

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

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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 requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.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 <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

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