



POTENTIAL

MBA Careers Advisor

Reference: 0141-23

Grade: 8

Salary: £36,333 to £43,155 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

As MBA Careers Advisor you will report to the existing MBA Careers Consultant, working as part of a focused team to provide tailored support delivering professional careers education, information, advice and guidance within and outside the curriculum for Aston's MBA students across the fulltime, executive, degree apprenticeship and online MBA programmes. Based in the MBA Careers team, you will offer consultancy across all MBA modes of study, working with academic staff to develop and deliver employability learning initiatives and specialist advice to home, EU and international students and graduates.

Dynamic flexible and part time working is encouraged and welcomed, particularly as many of our students operate in different global time zones.

Your activities will contribute to the provision of information advice and guidance through 1:2:1 consultancy appointments, group sessions and curriculum delivery (Aston Edge Module) coupled with wider departmental project work.

Main duties and responsibilities

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

- ▶ Developing and delivering a proactive contact outreach programme to ensure every fulltime MBA student has been invited to attend at least two MBA Careers appointments and had the opportunity to have their CV reviewed before they complete their studies. This will involve working with the MBA Careers Consultant and MBA Programme Office to track and schedule appointments across fulltime MBA cohorts (currently around 150 students). Regular reporting will be required.
- ▶ Developing and delivering a proactive contact outreach programme for all other MBA programmes to ensure there is awareness of the services being offered by MBA Careers. This will involve working with the MBA Careers Consultant and MBA Programme Office to develop and distribute outreach materials. The MBA Careers Advisor will also need to work with and be aware of the degree apprenticeship coaches to ensure there is no confusion or duplication of roles. Regular reporting will be required.
- ▶ Provide careers education information advice, and guidance (CEIAG) for MBAs studying any mode in 1 to 1 consultancy appointments face to face, by telephone or online platforms.

- ▶ Deliver and further develop a comprehensive suite of curriculum-based careers support sessions and resources to current MBA students using blended learning approaches including face-to-face and online.
- ▶ Design, deliver and provide support relating to co-curricular career management/employability teaching initiatives and skills workshops. Develop and deliver engaging content for a diverse range of students, using innovative ideas, technology and online media to enhance and embed learning.
- ▶ Support the development and delivery of an MBA focussed careers strategy, providing education, information, advice, guidance and employability support for MBA students coupled with wider project and departmental initiatives.
- ▶ Support the development of assessment methods on the Aston Edge module for FT and Online MBA students, including student preparation/support sessions.
- ▶ Assessing and moderation of compulsory module assessments, to comply with exam board requirements. Occurring regularly throughout the academic year for multiple cohorts.
- ▶ Develop and update careers information resources and a key contributor to Aston Edge blackboard pages providing suitable online resources delivered through various channels.
- ▶ Provide team coaching to various MBA students throughout the academic year. This involves working with teams made up of MBA students, where a lead role is taken to facilitate positive and successful team working practices. The team coach role is a rolling position (minimum 4 teams per year).
- ▶ One of the main contacts to provide careers support to MBA students. This will include delivering inductions, developing resources, employer presentations and appointments.
- ▶ One of the team representatives for platform and resource providers examples include AMBA/MBA Exchange/Blue steps/Firsthand/Student Circus etc, supporting student success through key project work and becoming an active participant in International student focussed sub-groups, working closely with colleagues from across the University.
- ▶ 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).
- ▶ Build effective relationships with key academic and support staff in the Business School and other employability enhancing services to develop career management and employability skills of MBA students. Examples include Alumni relations team; MBA Tri programme team; MBA Support team and careers and placement team.

- ▶ Ensure understanding and development of materials for MBA International Student caseload. This includes researching and developing specialist knowledge, sharing best practice with colleagues across the team and wider university in order to support the delivery of the employability agenda. Helping students to manage their expectations relating to the realities and challenges of the UK graduate marketplace.
- ▶ Research and maintain a thorough knowledge and understanding of key subject areas including occupations, global labour market trends, key graduate employers and international recruitment processes and procedures.
- ▶ Analyse a variety of data sources to include the Graduate Outcomes Survey (GOS), TEF, Career Registration and student demographics relating to MBA student outcomes. Use the results to co-develop a strategy with colleagues to move towards enhanced employability outcomes.
- ▶ Actively support MBA careers related events, employer led events and open days along with other employability or university related activities.
- ▶ Develop and manage Technology Enhanced Learning (Online learning) for MBA students and graduates and provide internal support of some software packages.
- ▶ 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. Advocate for International Students, working closely with Employer teams and other external facing teams to promote positive, non-biased graduate recruitment practices.
- ▶ Continue to develop as a careers professional through the undertaking of appropriate CPD courses 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 (AGCAS) and the Institute for student Employers or similar.
- ▶ 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.
- ▶ Other duties may be required from time to time which are commensurate with the post held. Some evening and weekend work may be necessary.

Citizenship

- ▶ To provide careers support, pastoral care and advice, guidance and feedback to students in accordance with the School's requirements and procedures.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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>Experience of working with a diverse client group encompassing a broad age range and from diverse ethnic, social, and cultural backgrounds.</p> <p>Excellent knowledge of and sensitivity towards issues which can affect international students in the UK.</p> <p>Substantive experience of HE careers education, information, advice and guidance or similar activities – focussing on work with International Students.</p> <p>Experience of working with international students for example Indian, Nigerian and Chinese.</p> <p>To be familiar with current labour market trends.</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 providing services to key stakeholders other than students, such as academics within a school or faculty, account management or other.</p>	Application form and interview

	Essential	Method of assessment
Aptitude and skills	<p>Demonstrable track record of the development of employability skills, competencies, and behaviours.</p> <p>Ability to prioritise and manage time well, while taking an adaptable approach and responding quickly to changing requirements.</p> <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> <p>Ability to research and develop accurate and stimulating learning materials.</p> <p>Ability to incorporate suitable technology successfully in Careers Educations Information and Guidance (CEIAG) methods.</p> <p>Ability to use own initiative to solve problems.</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>Strong IT skills and demonstrable ability to make effective use of MS Office suite, including data management and reporting – with the ability to quickly learn new digital platforms and processes.</p>	Application form and interview

How to apply

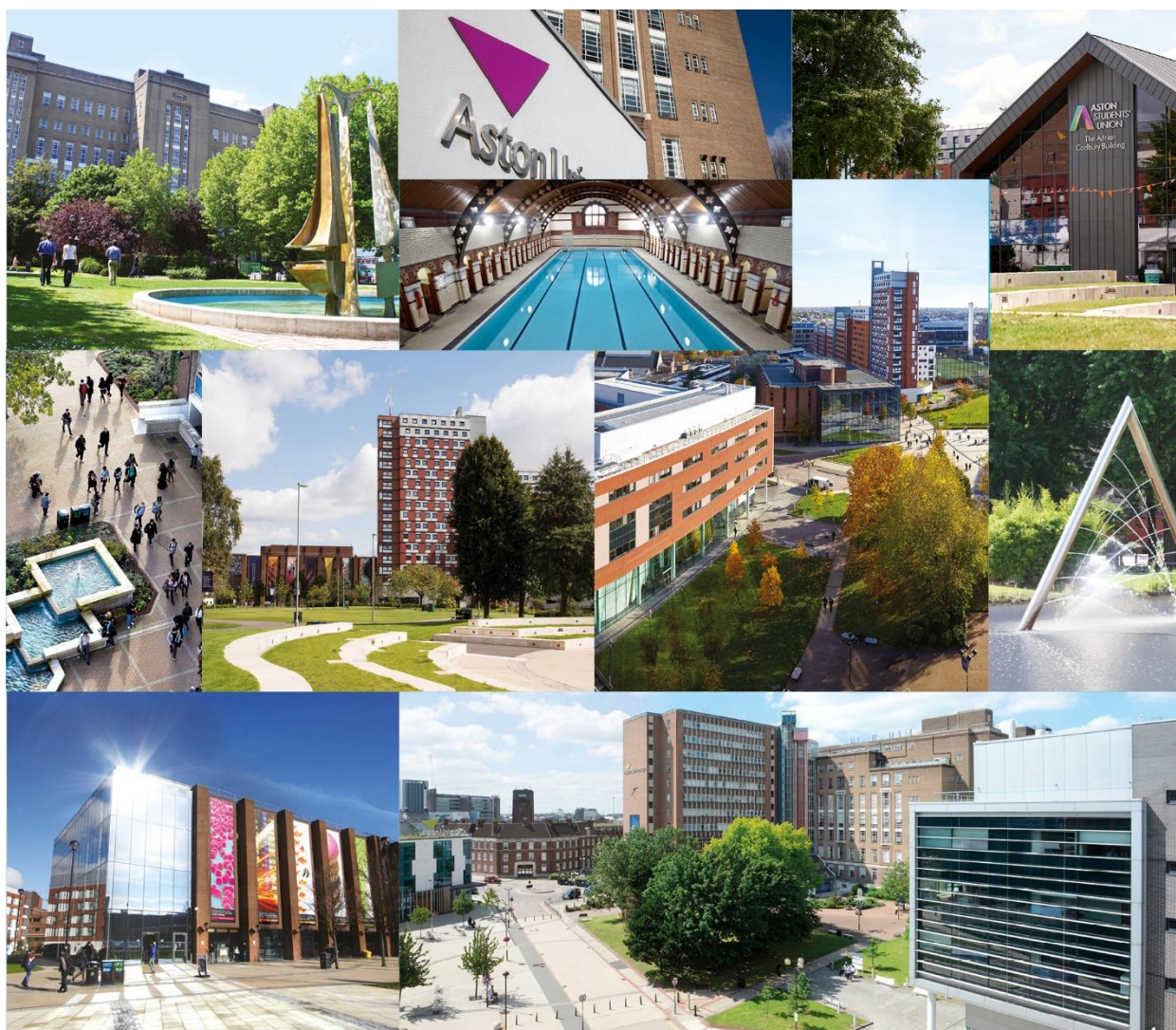
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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: Yasmin Ansari

Job Title: MBA Careers Advisor

Email: mbacareers@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>

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gets real.**