



Career Development Consultant

Job Title:	Career Development Consultant
Reference No:	0048-23
Reports to:	Career Development & Academic Support Manager
Responsible For:	n/a
Grade:	E
Working Hours:	37 hours a week
Faculty/Service:	Centre for Graduate Prospects Teaching & Learning
Location:	Sunderland Campuses
Main Purpose of Role:	<p>Motivated by the belief that every student has the potential to achieve life-changing success and make a society-shaping impact, this role will support the embedding of employability and enterprise across the University of Sunderland, and the creation of confident and motivated students who develop into professional, adaptable, and engaged graduates with rich and rewarding life and career prospects, by ensuring that:</p> <ul style="list-style-type: none">▪ Students, graduates and colleagues have a source of specialist expertise relating to the development of graduate prospects including personal development planning, the theory and practice of career decision making and development, and graduate labour market trends and opportunities.▪ A business partnering approach is provided to Schools, Faculties and campuses to support with strategic graduate prospects goal setting and related operational planning.▪ Employability and enterprise are embedded appropriately into the curriculum and course experience by supporting the design and delivery of relevant programme and support interventions, and by training and developing academic colleagues and Student Development Coaches.
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none">▪ Responsible for the delivery of high-quality career development information, advice, guidance, and careers education activities to students/graduates through curricular and co-curricular group interventions and one-to-one support appointments.▪ Proactively develop and maintain collaborative working relationships with academic, other university staff and external stakeholders linked to the contracting, development and delivery of appropriate employability and enterprise provision.

	<ul style="list-style-type: none"> ▪ Research, design and produce innovative career development, employability and enterprise learning experiences and materials in partnership with academic and CfGP colleagues. ▪ Take an active role in understanding designated graduate employment and skills sectors to inform strategy and practice and disseminate relevant information to other University colleagues. ▪ Use local and national graduate prospects data sets alongside internal engagement and career readiness data to advise Schools, Faculties and campuses on the development of strategic goals, programmes and operational interventions to deliver enhanced outcomes in assigned areas. ▪ Design and deliver professional development training for academic staff, CfGP colleagues and Student Development Coaches, linked to the enhancement of graduate prospects and pedagogic models like Career EDGE. ▪ Participate in and contribute to relevant local and national career development, employability and enterprise support networks on behalf of the CfGP. ▪ Influence the development of a CfGP culture that demonstrates its values and guiding principles and those of the University. ▪ Produce reports for CfGP senior management and other senior stakeholders across the University, that use quantitative and qualitative data to illustrate progress against the Centre's strategic aims in relevant areas. ▪ Perform other such duties as the Career Development & Academic Support Manager may from time to time require, deputising as appropriate.
<p>Special Circumstances:</p>	<p>Expected to attend and participate in occasional evening and weekend working, and travel nationally and internationally when required.</p>



Part 2A: Essential and Desirable Criteria

Qualifications and Professional Memberships

Essential:

- First degree or significant equivalent experience.
- Appropriate professional qualification in Careers Guidance (e.g. Postgraduate Diploma in Careers Guidance, Qualification in Careers Guidance, Level 6 Diploma in Career Guidance and Development) and/or Careers Education.

Desirable:

- Professional qualification in employability, enterprise, teaching and learning, education consultancy and /or training and development.
- Fellowship of the Higher Education Academy (FHEA) and/or Fellowship of Enterprise Educators UK (FEEUK).

Knowledge and Experience

Essential:

- Significant experience of working in a career guidance, development and/or education role in an educational setting.
- Extensive experience of delivering career development, employability and/or enterprise related skills workshops online and in person.
- Demonstrable experience of using diverse data sources, researching, developing and designing appropriate career development materials and learning experiences in collaboration with stakeholders, and with identified outcomes.
- Experience of developing and deploying effective consultancy, auditing and evaluation approaches with a range of stakeholders.
- Evidence of involvement in regional and/or national networks supporting career development and the development of employability and/or enterprise in education.
- Ability to think strategically as well as provide advice and support on immediate operational issues.
- Evidence of an enterprising and continuous improvement mindset, always seeking opportunities to understand personal impact and improve practices.
- Able to work collaboratively across a range of teams and groups of stakeholders, taking the lead when necessary.
- Experience of influencing through compelling written and engaging oral communication skills
- Analytical and problem-solving skills with the ability to deliver accurate work to time, within periods of competing priorities and to high levels of customer satisfaction.

Desirable:

- Knowledge and experience of developing self-efficacy, using CareerEDGE

- and/or EntreComp in an education/curriculum setting.
- Experience of working in a Higher Education environment.
 - Knowledge and understanding of graduate employability and enterprise and the role they play in the regulation and perception of quality and performance in Higher Education.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Oral Communication

- The role holder routinely explains more complicated non-routine matters/policies/procedures clearly by explaining technical/specialist terms commonly used in own area of work.
- Adapts the style of communication to the audience and ensures understanding.
- Interprets and communicates more complex, specialist or conceptual information clearly and persuasively, presenting compelling arguments to influence and/or negotiate satisfactory outcomes.

Written and electronic communication

- Routinely required to understand, use and interpret technical/specialist terms commonly in use in own area of work and explain complicated non-routine matters/policies/procedures clearly through a range of appropriate methods and with consideration to the audience.
- Conveys complicated matters simply, tailors delivery methods/media to suit the audience's needs and ensure understanding. Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.

Knowledge and Experience

- The role holder applies a depth or breadth of experience and is able to demonstrate full working knowledge and proficiency in own area of expertise.
- Acts as a point of reference to others.
- Reflects on practice and engages in continuous professional development.

Service Delivery

- The role holder adapts services and systems to meet customers' needs and identifies ways of improving standards.
- Learns from complaints and takes action to resolve them.
- Collates feedback and views from customers and keeps up-to-date with market trends to inform service development and make changes.
- Actively promotes services.

Liaison and Networking

- The role holder collaborates with others to meet deadlines and joint objectives by ensuring dissemination of information in the right format to the right people at the right time. Builds relationships and contacts to facilitate future exchange of information.
- Participates in networks within the organisation or externally to share knowledge and information in order develop practice or help others learn.
- Pro- actively seeks to build relationships between groups to share and develop good practice and strengthen future working relationships.
- Sets up and/or leads an external network to share knowledge and develop good practice.

	Decision Making Processes <ul style="list-style-type: none">▪ The role holder independently makes decisions that have an impact on immediate team/work area and may endure for some time.▪ Considers the wider impact of decisions and assesses outcomes.▪ Makes strategic or operational decisions collaboratively as part of a team or committee, which have potential to impact on several areas or affect the broad working practices of the organisation for some time. Ensures that options are weighed and outcomes considered.▪ Recommends and advises on available options for decisions that affect operational processes, taking into account any risks.
	Planning and Organising Resources <ul style="list-style-type: none">▪ The role holder manages time and resources effectively; routinely monitoring and reviewing progress to ensure effective working of self and others.▪ Ensures work is completed to expected standards, timeframes and budgets and in line with personal/team/service area objectives.
Date Completed:	November 2022