

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Careers Officer

Accountable to: Careers Team Leader

Contract Length: Permanent

Hours per week/FTE: 35/full time

Weeks per year:

Salary: £28,274 pa

Grade: 3

College/Service: London College of Fashion, LCF Careers,
Internal & External Relations

Location: 20 John Princes Street, London, W1G 0BJ

Purpose of Role:

The role will work within the Careers team providing career guidance and support to students on accredited work experience, as well as recommending students for suitable opportunities as and when necessary within the fashion and lifestyle sector, as part of UAL's Diploma in Professional Studies. The position will also require engagement with industry contacts, in order to generate student work opportunities for long and short term accredited work experience.

The post will work flexibly as a member of the team providing administrative support for the careers service and requires the delivery of a bespoke and considered careers service to students, industry and academics.

Duties and Responsibilities:

- To offer appropriate careers guidance to Home/EU and International students about their career choices, helping them to understand the range of opportunities available to them, and how to relate their own skills, interests and values to these opportunities
- To deliver key employability presentations as and when necessary, both online and in person
- To engage with key industry contacts in order to seek accredited short and long term placement opportunities
- To plan approaches to industry with the Careers Team Leader, to identify new opportunities for employment in UK, EU and internationally, while maintaining customer relationships and student expectations
- To support the Careers Team Leader with identifying employment opportunities for graduates
- To effectively develop and manage relationships with industry, as well as maintain a consistent internal record of activity
- To engage with and help promote the LCF Careers Live jobsite to students, graduates, industry and internal stakeholders
- To effectively communicate opportunities to students through the appropriate College communication channels
- To liaise with Course Leaders, Programme Directors and wider UAL staff and external industry partners on work experience activity
- To support Careers and wider departmental events throughout the year, when necessary
- To keep up to date with current HE placement legislation, policy and good practice, sharing this regularly with the wider team, industry and academics
- To maintain and update all systems where appropriate
- To gather information and produce reports on activity as required
- To be able to respond appropriately and timely to all client and student enquiries – by email, telephone and face to face
- To carry out risk assessments of work placements in accordance with Quality Academic Assurance Guidelines and ensure that all aspects of the placement procedure are fully compliant with statutory requirements
- To continually contribute to the development of employability delivery in liaison with the wider team
- To demonstrate a commitment to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post
- To undertake other duties commensurate with the grading and purpose of the post as required
- To perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to latest GDPR policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships:

- LCF Careers Staff
- Students
- Academics & Support Staff
- Internal & External Relations
- Industry

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): None

Job Title:

Grade: 3

Person Specification

Specialist Knowledge/ Qualifications	<p>Educated to A level standard or relevant experience</p> <p>Previous experience of effective careers coaching and advice giving</p> <p>Understanding of key client relationship building techniques</p>
Relevant Experience	<p>Previous experience of recruitment, talent development, or resourcing</p> <p>Fashion and lifestyle recruitment sales experience is desirable</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups</p>
Student Experience or Customer Service	<p>Provides a positive and responsive student or customer service</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p>

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these

questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Last updated: