



Job Description

Summary

Job title	Careers Adviser
Division	University Administration and Services
Department	Careers Service
Location	56 Banbury Road
Grade and salary	Grade 8: £49,119-£58,265 per annum inc. Of Oxford University Weighting
Hours	Full time
Contract type	Fixed-term until 31 July 2029
Reporting to	Head of Careers Team
Vacancy reference	188263
Additional information	



The role

We are looking a full-time Careers Adviser to join our team of eleven advisers. The post reports to the Head of Careers Team. The Careers team at Oxford supports current students, alumni and research staff. This role is focussed primarily on supporting students.

The successful candidate will provide high-quality careers support to students through a combination of tailored one-to-one appointments, presentations and workshops delivered online, at Careers and across academic departments and colleges. They will develop and deliver programmes, write engaging content for our website and other platforms and work collaboratively with employers. They will also develop sector expertise and draw on their previous sector experience for the benefit of students, researchers, alumni, and the University. Careers Advisers represent the Service across the University and externally, including at meetings with employers and in our national and international professional communities.

Careers Advisers are encouraged to develop new initiatives to support clients. Recent examples include expanding our support for international students and for refugees and asylum seekers, developing hands-on consulting experience for students, and creating sector-focussed programmes such as the Creative Careers Festival and the Beyond Academia: Career Conference for Researchers.

Flexible working

The Careers Service offers the opportunity for hybrid working, with a minimum of 60% of time to be spent in the office. Staff are expected to work in a regular pattern as agreed with their line manager and there may be times during the year when staff are required to be in the office more than 60%, due to operational need.

Responsibilities

- a) Plan, develop and deliver high-quality careers support through one-to-one discussions, careers talks, workshops and other career development activities for students, alumni or research staff, as appropriate.
- b) Develop expertise in one or more employment sectors, maintaining up-to-date knowledge of graduate recruitment, labour market trends and career opportunities relevant to the Service's clients.
- c) Build productive relationships with academic departments, faculties, colleges, divisions and professional services, working with nominated colleagues to plan, develop and deliver careers education and career development activities.
- d) Represent Careers across the University and externally with employers, professional bodies and other stakeholders. Develop and maintain effective relationships that enhance our reputation and contribute to careers provision. This may include presenting to internal and external audiences, advising employers, participating in professional networks, collaborating with academics and professional services staff and contributing to university- or sector-wide groups.
- e) Develop and maintain high-quality careers information and resources, including web content, blogs, sector briefings and other guidance materials, ensuring information remains accurate, relevant and accessible to our client groups.
- f) Contribute to the planning, delivery and continuous development of Careers programmes and initiatives. This may include support for international students, widening participation initiatives, disabled and neurodivergent students, doctoral students, researcher development, work-based learning programmes, alumni engagement, or the development of new services and pilot initiatives.
- g) Contribute to the wider strategic work of Careers by identifying opportunities for innovation, developing new initiatives, evaluating existing provision and contributing to institutional and sector-wide priorities.
- h) Undertake such other duties as may reasonably be required, consistent with the grade and responsibilities of the post.

Selection criteria

Essential selection criteria

1. **Education**

You will be a graduate in any discipline.

2. **Employment experience**

Careers Advisers at Oxford come from a diverse range of backgrounds, and we value the breadth that this experience brings to the team. You will have substantial employment experience; for example, this could include working for a multinational organisation, charity, public sector organisation, social enterprise or NGO.

3. **Relevant experience in graduate recruitment, careers advice, professional development or similar discipline**

You will have a demonstrable ability to establish rapport and empathise with people from a wide range of backgrounds. You will be able to understand and analyse individual motivations, interests and skills, helping clients identify how these can be developed, explore suitable career options and turn those options into informed choices and successful career outcomes.

4. **Communication**

You will be able to write clear, engaging and informative English for a wide range of audiences. You will communicate confidently and effectively in one-to-one situations and when facilitating groups. You will have experience of presenting information clearly and engaging positively with diverse audiences.

5. **Motivation and personal qualities**

You will demonstrate a well-considered and compelling motivation for pursuing a career in careers guidance and employability within higher education, and an informed enthusiasm for the Careers Adviser role at Oxford specifically. You will be an enthusiastic networker with a demonstrable positive, can-do attitude, whether working independently or as part of a team. You will demonstrate initiative and the ability to implement new ideas and develop and deliver projects effectively. You will be self-confident and comfortable acting as an effective ambassador for the Service. You will be at ease working with senior colleagues across Oxford colleges and departments, as well as with external partners in industry, policy and research institutions.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent

years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit <https://www.ox.ac.uk/about>.

Careers

Careers, University of Oxford, is probably the oldest such service in the UK, serves over 26,500 Oxford-based clients; many hundreds of employers seeking to attract and recruit undergraduates, postgraduates, research staff and alumni; and the colleges, faculties and departments of the University.

Our priorities are to help applicants and employers to make the best, most informed decisions to their mutual benefit. Part of this involves preparing students to apply for and to secure employment – whether it is internship/work experience or full-time permanent posts.

Student employability is central to our mission. It is arguable that one of the key success measures is related to two measures in the Teaching Excellence Framework (TEF), ie, % employed, six months after leaving, in any or in graduate-level work. However, since there are many inputs to this measure, we translate this to mean that the main role for the Service in this area is to provide students the opportunities to improve their employability.

We are particularly evidence based: biannual surveys of students, regular surveys of employers, university colleagues and alumni, all inform our activities. The needs of employers and desires of students change and we react accordingly.

Division

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment:** Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.
- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.
- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.
- **Educational policy:** Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

The AAD comprises: Careers, Education Policy Support, Graduate Admissions, the Language Centre, the Oxford Learning Institute, Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

For further information about the AAD, please see www.admin.ox.ac.uk/aad/

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload **a CV of no more than 2 pages of A4** and **a supporting statement of no more than 1,000 words**. The supporting statement should explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Use of AI in Applications: We value authenticity. Please use AI only to support editing and presentation, rather than to generate the substantive content of your application. We are interested in your ideas, experiences and motivations.

The assessment day will be held on Thursday 26th November 2026 and will be held in person.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
- Before applying for this post, you are advised to read the Internal Mobility Principles. The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly. Please contact the Departmental Administrator at the Careers Service: Leanne Carveth leanne.carveth@careers.ox.ac.uk

To return to the online application at any stage, please go to: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://www.ox.ac.uk/about/jobs/working-here>.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>

Supporting disability and health-related issues

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/support-for-disabled-staff>. The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support/researcher-hub/about>