

CANDIDATE BRIEF

Careers Consultant (LUBS UG, PG International & UG Direct Entry Students), Student Education and Experience



Salary: Grade 7 (£41064 to £48822)

Reference: SESSC1075

We will consider flexible working arrangements

Overview of the Role

Do you want to enhance the employability prospects of students and graduates? Can you work at the University providing advice and guidance to students through the curriculum, group work and one-to-one interactions?

We are seeking a student-centred Careers Consultant to join our Student Careers service. Working as part of the Directorate of Student Experience and Support, you will deliver high-quality careers information, advice and guidance to students and graduates through online and face-to-face interventions for individuals and groups. You will support the development and delivery of curriculum-based career development modules, working closely with academic colleagues. You will be expected to manage competing priorities, build effective professional relationships with colleagues and employer partners, and work innovatively, collaboratively and flexibly within a culture of continuous improvement.

You will be based within the Leeds University Business School (LUBS) Employability & Opportunity Team. This ongoing role has been created to provide additional capacity in response to significant growth in student numbers, particularly among international and UG Year 2 Direct Entry students.

The UG Year 2 Direct Entry students (primarily international students), join the University having missed much of the employability and career development provision typically embedded during the first-year student experience. You will work to ensure these students can successfully access careers education, employer engagement opportunities, work-related learning and tailored guidance that enables them to thrive in a competitive graduate labour market.

You will also support the employability and career development needs of the Business School's growing UG and PGT international student population, helping students to develop career management skills, understand graduate recruitment processes and build confidence in pursuing opportunities in the UK and global labour markets.

Working as part of the wider Student Careers Service, you will contribute to faculty and institutional objectives relating to student success, employability, graduate outcomes and international student experience, whilst helping to manage increased demand arising from continued growth in Business School student numbers.

Working closely with academic and professional services colleagues across the Business School, alongside the Institutional Careers Consultant (International), International Office, Global Opportunities team and wider University services, you will deliver targeted careers and employability support for these student groups.

Leeds University Business School is part of the University of Leeds; a Russell Group university ranked among the top 100 universities globally. The School is internationally recognised for its excellence in teaching, research and graduate employability. It delivers undergraduate (UG), masters (PGT), MBA, PhD and professional education and online study, for over 5,000 students from around 100 countries. It is one of only a small number of business schools worldwide to be triple accredited by AACSB, AMBA and EQUIS.

Main Duties and Responsibilities

- Lead the delivery of targeted careers education, information, advice and guidance for UG and PGT international and UG Direct Entry students within Leeds University Business School.
- Work directly with students through the Leeds University Business School Employability Hub, delivering tailored careers education, guidance and employability support.
- Teach and assess on careers-related modules and work collaboratively with programme teams and academic colleagues to embed employability, career development learning and work-related learning within the curriculum.
- Design and develop co-curricular and extra-curricular employability activities and opportunities that meet the needs of international students and support their career aspirations in the UK and internationally.
- Develop effective relationships with the University's overseas offices, including the China and India in-country teams, to maintain awareness of labour market developments and utilise relevant employer, alumni and professional networks.
- Work with programme teams to identify and address the specific employability needs of UG Year 2 Direct Entry students, ensuring appropriate career development provision is embedded throughout their student journey.

- Design and deliver workshops, resources and interventions aimed at improving the employability, career readiness and graduate outcomes of international students.
- Collaborate with academic colleagues, Student Education colleagues, Student Success teams, International Office, colleagues and other University services to support student transition, engagement and progression.
- Use student engagement, Graduate Outcomes and other institutional data to identify emerging needs and evaluate the impact of interventions targeted at UG and PGT international and UG Direct Entry student cohorts.
- Act as a source of specialist knowledge and guidance for colleagues on international student employability, global labour market trends and effective approaches to supporting diverse student populations.
- Support the development of employer, alumni and professional network connections that create accessible opportunities for UG and PGT International and UG Direct Entry students to gain experience, build networks and develop career confidence.
- Contribute to projects, committees and working groups across the Careers Service and wider Directorate.
- Act as a representative of the Careers Service and the University at internal and external events both in the UK and internationally.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and Skills

Essential:

- Professional commitment to employability, demonstrated through a relevant qualification and/or substantial practical work experience (for example careers guidance, recruitment, placements or employability delivery), preferably within Higher Education. Candidates without a relevant qualification must be willing to work towards one whilst in post.
- Substantial experience of delivering careers guidance to students through one-to-one and group interventions, with evidence of contributing to careers education and employability development.
- Knowledge and understanding of the employability needs, challenges and aspirations of international students, including awareness of global recruitment practices, international mobility and labour market trends relevant to Business School disciplines.
- Experience of designing and delivering engaging learning activities, training, presentations, lectures or workshops to diverse audiences, both in person and online.
- A good understanding of current policy, developments and issues relating to Higher Education careers education, employability, student success and graduate recruitment.
- Ability to liaise confidently with employers and external stakeholders to develop opportunities that support student employability and career development.
- Confident and experienced user of digital technologies that support learning, engagement and career development.
- Evidence of effectively managing projects and competing priorities, working collaboratively with colleagues and stakeholders, and delivering outcomes with a high degree of independence and organisation.

Desirable:

- Active membership of relevant professional bodies and networks such as the Graduate Futures Institute (formerly AGCAS), CDI, CIPD, ASET or ISE.
- Experience of designing and delivering transition, engagement or employability initiatives for Direct Entry students or similar student cohorts.

Additional Information

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal Records

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

Visa Eligibility

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information please visit: www.gov.uk/skilled-worker-visa. For research and academic posts, we will consider eligibility

under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>.