

## **JOB DESCRIPTION**

**Name:**

**Reports to:** Head of Careers and Employability

**Job Family:** Support

**Job Title:** Careers Information Officer

**Location:** London

**Department:** Higher Education

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## **SECTION 2**

### **DEPARTMENT STRUCTURE**

Please see appendix A attached.

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### **OVERALL JOB PURPOSE**

The Careers Information Officer is responsible for providing comprehensive and high-quality careers information to students, graduates, and alumni of The London Institute of Banking and Finance. This includes creating resources, managing events, job postings, administering the online careers centre, creating marketing materials, labour market information, written and digital resources, and supporting the Director of Careers & Alumni Services, and Snr Career Advisor in their roles.

### **PRINCIPAL ACTIVITIES/OUTPUT OF THE JOB**

- Develop, update and create career resources and tools that are relevant and appropriate for the banking and finance sector
- Organise and manage career events, fairs, workshops, and other activities to support the career development of our students
- Manage and promote job postings, ensuring that they are relevant, up-to-date, and suitable for our students
- Administer and maintain the online careers centre and keep the information and guidance resources up-to-date
- Develop and create marketing materials to promote careers information services
- Research, analyse and present labour market information to support career decisions
- Create written and digital resources that offer career advice, guidance and information to students
- Administering year in industry students, including providing information on placement availability and maintaining records
- Provide support to the careers advisors in terms of answering student queries, assisting with the delivery of career workshops and seminars, and providing data for monitoring and evaluation
- Managing the online mentor platform, reviewing applications and promoting its use to students
  
- Manage databases and electronic resources, ensuring that they are accurate, up-to-date, and easily accessible for careers services staff and students
- Provide output for communications including the weekly careers element of the Student Bulletin and the monthly online careers noticeboard
- Troubleshoot and resolve any technical issues related to the use of electronic resources

**Contacts and influence exercised**

This role has influence to help deliver an outstanding student experience. The post holder will work closely across Higher Education and the wider organisation especially with the Full Time programmes Team. Other key contacts include: Marketing Teams, Faculty and Alumni Relations

**DEFINITION /CLARITY**

The primary functions of the post are clearly defined. It should be stressed that within the role the job holder should be flexible in their approach to assisting all other team members.

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Signed: Careers Information Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed : Head of Careers and Employability

\_\_\_\_\_  
Date

## PERSON SPECIFICATION

**Job Title:** Careers Information Officer

**Reports to:** Head of Careers and Employability

**Department:** Higher Education

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential/desirable?</b>	
A-levels or equivalent qualifications	E	
Some experience in a guidance, information advice, customer service, marketing, teaching assistant role or similar	E	
Knowledge of the banking and finance sector and labour market trends	D	
<b>Technical competencies (skills and experience)</b>	<b>Essential/desirable?</b>	
Excellent communication skills, both verbal and written, with the ability to engage effectively with students, staff and external stakeholders	E	
Strong organisational skills, with the ability to manage multiple tasks and prioritise effectively	E	
Excellent IT skills	E	
A flexible approach to work, with the ability to work independently and as part of a team	E	
Experience in database and electronic resource management	D	
Experience in event management and coordination	D	
Experience in using social media and other digital channels for marketing purposes	D	
Experience in data analysis and reporting	D	
Experience in working with diverse student populations	D	
<b>Core Competencies</b> (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	<b>Essential / desirable?</b>	<b>Core for all employees</b>
<b>Values</b>		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
<b>Skills and Experience</b>	<b>Essential / desirable?</b>	<b>Core or Enhanced</b>
Communicating effectively	E	C
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	C
The Customer Experience	E	C
Managing quality and standards	E	C
Applying judgement and taking decisions	E	C