

JOB DESCRIPTION

SECTION 1

JOB DESCRIPTION

Name:

Job Title: Careers & Employability Advisor

Reports to: Head of Careers and Employability

Job Location: London

Department: Higher Education

Job Family: Team Leader and Specialist

SECTION 2

DEPARTMENT STRUCTURE

Please see appendix A attached.

SECTION 3

OVERALL JOB PURPOSE

You will be providing face to face careers advice and guidance for students studying on our full time degree programmes and work with employers and external agencies to identify and source a range of opportunities for internships, placements and graduate jobs within Banking, Financial Services and other related sectors. The main aspect of the role will provide:

- Careers guidance, advice and coaching via individual coaching sessions for students studying on degree programmes
- Responsible for developing relationships with companies in specific sectors within Banking, finance and other sectors as assigned by Head of Careers & Employability such as Investment Banking, Asset Management, Insurance and Consultancy
- Supporting employment outcomes by administering the internships and placements programmes, actively sourcing short term placements for specific students
- Responsible for curating and creating careers information and content related to Banking and Finance

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF THE JOB

- You will support all degree level students seeking careers advice and guidance as well as practical support with CVs and Cover Letters, online applications, online profile development, networking and connections with industry

- Provide coaching sessions to students and guide them through the career coaching cycle of self-reflection, developing commercial awareness, creating their marketing materials, networking, applying, interviewing and succeeding in obtaining internships and graduate jobs
 - Administer the internships & placements programmes for students and support sourcing opportunities with SMEs and prepping students for short term opportunities
 - Use a variety of careers guidance, advice and information techniques but not limited to administering psychometric testing, coaching techniques and in depth career counselling
 - Collaborate with other departments especially the Full Time Programmes Team, Faculty and Marketing in ensuring that careers and employability information is clearly communicated to students and internal stakeholders in a timely and appropriate manner
 - Contribute to the development of the Careers & Employability speaker series, managing and hosting on campus events
 - Support the development of the Careers and Employability workshops, undertaking CV and CL workshops and labour market updates
- Deliver standalone workshops and support on the teaching of the Level 4, Personal Development & Employability course
- Represent the Careers & Employability service at various internal committees
 - Lead on and administer on campus recruitment activity
 - Contribute to external professional networks (including AGCAS and ISE) and build collaborative relationships and for own professional development
 - Support the production of weekly job alerts and administer the jobs board,
 - Support the delivery of the annual FinTech, Investment Management and Careers in Risk and Compliance career conferences
 - Support the wider FT programmes teams with Open Days, inductions and other students' recruitment events.

Supporting our Admissions team with :

- Delivering careers education and guidance to potential students:
- Delivery of on campus weekly careers presentations for incoming students
- Support at wider one-off events such as open days, offer holder events, widening participation events and Summer/Autumn university
- Deliver in person and online careers in finance assemblies/talks to schools.
- Working closely with our Schools team to ensure careers content and messaging is accurate and reflective of current best practice within banking and finance careers
- Take ownership of LIBF's My Financial Career Website, ensuring copy and job profiles are up to date.

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 Relation

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.

PERSON SPECIFICATION

Job Title: Careers & Employability Advisor

Reports to: Head of Careers and Employability

Department: Higher Education

Qualifications, knowledge and professional memberships	Essential/desirable?	
A first degree in any subject	E	
A relevant professional qualification in careers guidance, coaching or bewilling to work towards one	D	
A good knowledge of the Banking and Financial Services labour markets orexperience in working in recruitment	D	
Technical competencies (skills and experience)	Essential/desirable?	
2 + years of experience in delivering careers guidance/information in auniversity or in house/recruitment agency setting	D	
A good understanding of the financial services or related sector developedthrough research and building relationships with employers	D	
Experience of delivering one-to-one support to individuals from a widerange of backgrounds	D	
Experience of giving presentations to a large audience	D	
Successful design, delivery and evaluation of careers or personaldevelopment interventions	D	
Able to prioritise and manage projects in a timely and appropriate manner	D	
Excellent IT skills including Microsoft Office applications, email, web basedapplications and social media, especially LinkedIn.	D	
Proven ability to motivate students/clients	D	
Excellent oral and written communication skills including an excellentcommand of English language. The ability to communicate complex information clearly to a variety of audiences	D	
Core Competencies (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)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C

<i>Skills and Experience</i>	Essential / desirable?	Core or Enhanced
Communicating effectively	E	C
Business thinking	E	En
Developing Yourself	E	C
Getting things done to achieve results	E	En
Digital Capability	E	C
The Customer Experience	E	En
Managing quality and standards	E	En
Applying judgement and taking decisions	E	En

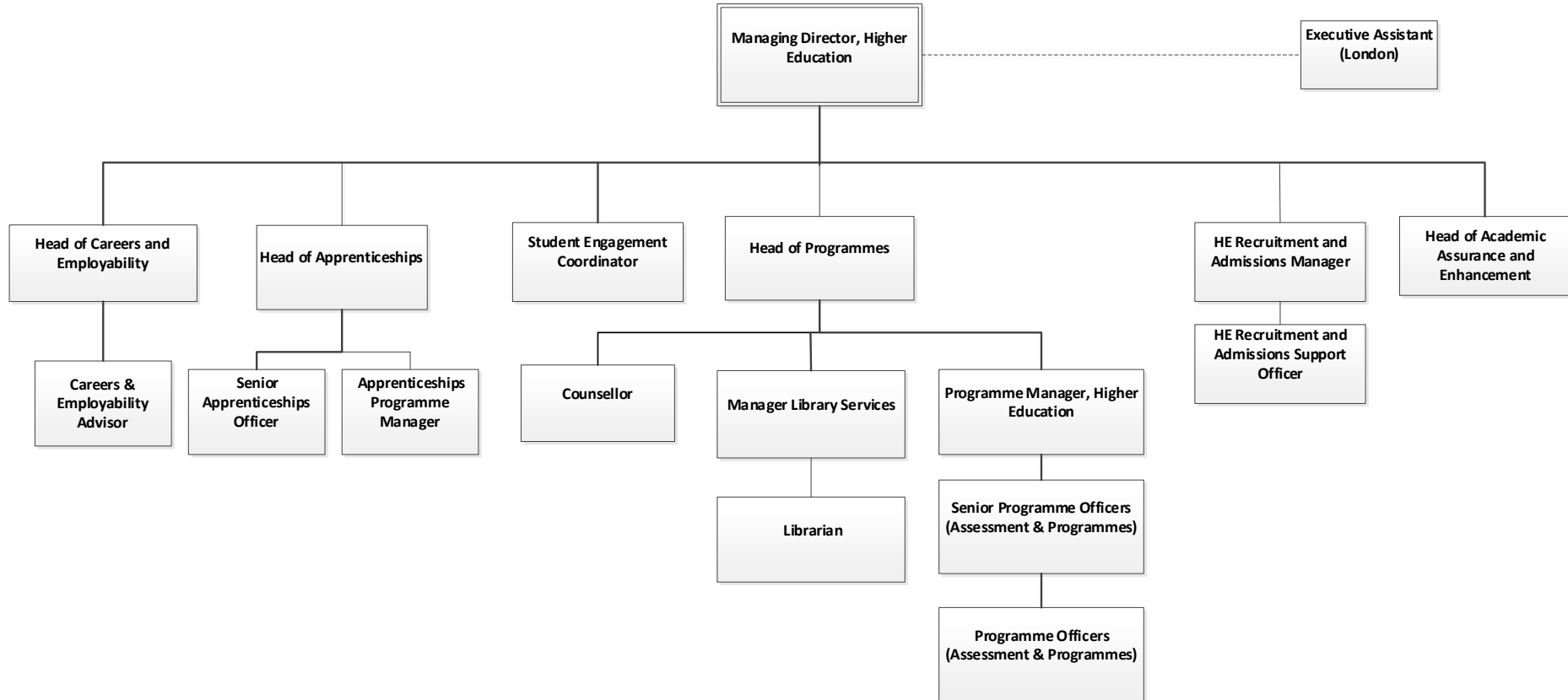
Signed: Careers & Employability Advisor

Date

Signed : Head of Careers and Employability

Date

The London Institute of Banking & Finance



Appendix A

