

JOB DESCRIPTION
Careers Consultant
Vacancy Ref: A2072

Job Title: Careers Consultant – Medical Students	Present Grade: 8P
Department/College: Careers - Student Based Services	
Directly responsible to: Head of Faculty Engagement and Curriculum Development, Careers	
Supervisory responsibility for: Nominated student employees and other Careers staff connected with agreed activities/projects undertaken in the pursuit of major duties	
<p>Other contacts</p> <p>Internal: Faculty of Health & Medicine Medical School academic and administrative staff Staff within Student Based Services and Professional Services College Administrators and other College staff Other staff within the University Lancaster University Students Union Current students</p> <p>External: Employers and recruiters relevant to Medical students and graduates Professional bodies for Medical students and graduates Professional bodies relating to HE Careers Professionals Other HEI Careers Services Prospective students Alumni and recent graduates</p> <p>Role overview:</p> <p>To work principally with the Medical School to develop and implement a strategy for providing careers and employability education, information advice and guidance for undergraduate Medical students and recent graduates to support the strategic objectives of the University.</p> <p>To act as interface between the University and relevant employers, working impartially with Medical students and graduates to equip them with the career management skills required to enhance their employability and to secure positive graduate outcomes.</p> <p>To put measures in place, enabling Medical students and graduates of the University to form career plans and put them into action, as appropriate to the student's starting point.</p>	
<p>Major Duties:</p> <ol style="list-style-type: none"> 1. To work with the Medical School, analysing the challenges Medical graduates will face in the employment market or postgraduate study, and developing creative solutions through a negotiated partnership agreement with this department. 2. To implement this partnership agreement to support the career development of Medical students at all stages of study, based on demonstrable need, delivering careers provision in a variety of formats including one to one guidance, group activities, employer led events and e-learning within the curriculum, and extra to the curriculum as appropriate. 	

3. As the primary contact between the Medical School and the central Careers Service, enable two way communication and tailored support for the department by other teams within Careers e.g.
 - Communicating Careers related messages to students, graduates and employers.
 - Facilitating employer engagement and the sharing of relevant graduate/placement vacancies as appropriate
 - Arranging tailored events within the Medical School by prior agreement
 - Presenting management information data to departments in respect of students' and graduates' employability needs / graduate outcomes, helping them to interpret and understand the data, so it can be used in recruitment, student engagement and to inform careers and employability provision
 - Feeding back to colleagues in Careers on issues and developments in the Medical School.
4. To support the University's Digital Strategy by developing (in conjunction with ISS and technical staff within the University) appropriate e-learning resources to support employability and career management such as online tutorials and sessions, short films, and careers blogs for example.
5. To maintain and develop expertise and knowledge in employability relating to Medicine and any relevant employment sectors.
6. To maintain and develop specialist knowledge of appropriate graduate level occupations, industrial sectors and career patterns, supported by employment research, in order to enable students to make effective transitions to their careers beyond university studies based on an accurate understanding of the labour market.
7. To contribute to the work of internal and external bodies, national committees and working groups to develop best practice in careers guidance and career development learning within the University and to increase and update our professional knowledge, and ensure the effective dissemination of this work to staff, students and graduates.
8. To develop and maintain excellent relationships with careers and employability staff working within the university, and with relevant employers and professional bodies in order to achieve employer input into programmes that will improve employability and will improve the context of programmes of study in the world of work.
9. To promote the employment of Lancaster Medical students and graduates to employers and identify appropriate opportunities such as work experience, placements, internship, graduate entry roles for example. to support the career development and progression of our students and graduates.
10. To supervise any nominated student interns and careers staff within the Careers Education and Guidance team if and when required by the Head of Faculty Engagement and Curriculum Development, Careers.
11. Any other duties as may reasonably be required and which are within the scope of this role.