

Job Description



Summary

Job title	Careers Adviser
Division	University Administration and Services
Department	Careers Service
Location	56 Banbury Road
Grade and salary	Grade 8: £45,585 -£54,395 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Careers Team
Vacancy reference	168559



The role

Overview of the role

The objective for the Careers Team is to maintain our high-quality career-related services to all our students, alumni, and employers. We achieve this through a combination of experiential and group learning in direct work with students, regular meetings in colleges and departments, special industry-specific programmes, tailored 1:1 meetings with students, and provision of excellent information on the open-access web site. Where possible, we leverage your previous sector experience for the benefit of students and colleagues alike.

We are particularly interested in applicants who have a genuine interest in developing our support both for international students and for those seeking to develop their career outside of the UK. International students make up 46% of Oxford students. 65% of all graduate students are from outside the UK, as are 23% of all undergraduates.

Responsibilities/duties

- a) Plan, develop, and deliver 1:1 discussions, and careers talks and workshops to groups of students, and alumni.
- b) Take responsibility to lead / specialise in a sector/s of employment – keeping up to date with key factors which may affect graduate recruitment in these sectors
- c) Support specific university departments, faculties, or institutes; proactively work with nominated academic staff to plan, develop and, where appropriate, deliver career-related skills sessions and workshops. Actively network with all senior staff to raise the profile of the Careers Service.
- d) Represent the Service across the University and with recruiters. This includes through informal meetings and formal presentations for example to the Recruiters' Group. Act as a source of advice to employers keen to recruit Oxford students as required. Keep all relevant occupational information and guidance up to date on the web site for those careers for which you are responsible. This might include sector briefings and general employability and recruitment skills for any of our job-seeking clients (undergraduates, post-graduates, and alumni).
- e) Contribute to and liaise with external bodies related to your sector responsibilities for example membership of an AGCAS (Association of Graduate Careers Advisory Services) Task Group, a committee within the University, or an employer group
- f) Identify and propose new opportunities for special programmes including running a pilot
- g) Work with colleagues on one or more of the Service's activities and programmes as appropriate. Existing programmes include:
 1. Supporting international students and students seeking to develop their careers outside the UK
 2. Learning and Development programmes such as The Oxford Strategy Challenge ("TOSCA") and The Only Way Is Ethics ("TOWIE")
 3. 'Insight Into...' programmes including: Insight into Medicine, Pharma, Academia, Business, and Publishing.
 4. Widening Access and Participation: liaising with University Outreach and Admission teams.

5. Supporting students with hidden and visible disabilities and mental health needs. Provide guidance and advice for job searching with a disability or mental health need. This might for example include leading discussions around presenting gaps on a CV, disclosure when applying, or adjustments in the assessment process.

6. Supporting our Crankstart Scholars via the Career Development Programme and 1:1 discussions

i) Such other responsibilities as may be required in keeping with the grade of the role.

Selection criteria

Essential selection criteria

Your application will be assessed against the following criteria:

1. Education

You will be a graduate, ideally from a research-intensive university, 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, research institution, bank, charity, engineering firm, consulting company, school, healthcare provider, charity, social enterprise, NGO, or other organisation.

3. Relevant experience in graduate recruitment, careers advice or similar discipline (e.g., management training and development)

You will have a demonstrable ability to establish rapport and empathise with a broad range of people from diverse backgrounds. In particular, you will have an ability to understand and analyse individual motivations, interests and skills and enable clients to identify how these might be strengthened, what options might be suitable and how to turn those options into choices and eventually satisfying occupations, or effective career transitions. You will have worked with international students and/or had experience of working internationally yourself.

4. Communication

You will be able to write excellent English, clearly and informatively for varied client groups; and be able to speak English clearly and confidently in one-to-one situations and when facilitating groups. You will have experience presenting clearly and engaging positively with varied audiences.

5. Motivation and personal qualities

You will have a strong commitment to this field of work. You will be an enthusiastic networker with a demonstrable positive, can-do attitude – whether on your own or in teams. You can demonstrate initiative and the ability to implement new ideas and develop and deliver projects effectively. You will be self-confident and happy to act as an effective ambassador for the Service. You will be at ease operating at the highest level within Oxford colleges and departments.

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. 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.jobs.ox.ac.uk/pre-employment-checks>

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 www.ox.ac.uk/about/organisation.

Careers Service

The Careers Service at Oxford University, 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.

The Careers Service's 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 the mission of the Careers Service. It is arguable that one of the key success measures for the Service 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.

The Careers Service is 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: the Careers Service, 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.jobs.ox.ac.uk/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 and a supporting statement. The supporting statement must 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.

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://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly hello@careers.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

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.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.