

Job Description

Job Title	Careers Coach
Department	WBS
Grade	6

<p>Job purpose (a brief summary of the role)</p>	<p>To support the career development of PTMBA students, including Executive MBAs, Global online MBAs, Accelerator MBAs and DBAs, delivering career provision in a variety of formats, including 1:1 guidance and coaching, group activities and e-learning as appropriate. To provide, alongside the Career Managers, careers and professional development support at every stage from application to WBS through to graduation, helping students to access opportunities for career transitions to maximise employability outcomes.</p> <p>Please note: We're looking for two part-time Careers Coaches to support the career development of our Part-Time MBA students. One role (0.5 FTE) is based in London and the other (0.5 FTE) in Coventry. The London post follows a five-over-seven working pattern and includes a pro-rata London Weighting Allowance.</p>
<p>Duties and responsibilities</p>	<p>Careers Guidance Appointments & Focused Applications Support</p> <ul style="list-style-type: none"> o Assisting MBA students to identify career management and professional development goals, draw up individual action plans and identify appropriate online resources to assist in the achievement of these. o Act as the first point of contact for student queries and provide e-guidance as appropriate. o Undertaking mock interviews. o Facilitating assessment centre-type activities. o Delivery of skill, leadership development, and career management workshops. <p>This will include working with the Career Managers and faculty/administrative colleagues to implement careers education/professional skill development inputs mapped against academic programmes and identifying opportunities for students to underpin their professional skill development with practical application and experiential learning.</p> <ol style="list-style-type: none"> 1. Record all careers and professional development interventions for students and alumni on the university careers portal and apply appropriate processes to monitor feedback from service users, collating appropriate destinations and other careers metrics data as required. 2. Maintain and develop expertise and specialist knowledge of MBA career paths and global employability trends in order to enable students and alumni to make effective transitions into their chosen careers, based on an accurate understanding of the global labour market and available opportunities. 3. Actively participate in and contribute to the WBS marketing and recruitment process on behalf of WBS CareersPlus, by offering expertise from a careers perspective, interviewing prospective

	<p>students as required and participating in selection days and recruitment events including open days.</p> <p>4. To support the Careers Managers by working alongside the Employer Relations team to ensure a collaborative approach to the development of successful long-term relationships with global, national and regional organisations for the generation of career opportunities for WBS students and alumni and the provision of appropriate, tailored support for students in terms of CVs, applications and interview preparation.</p> <p>5. Support the production of MBA Talent profiles to promote the quality of our MBA Talent pool to global recruiters.</p> <p>6. Other comparable duties and projects as defined by the WBS CareersPlus Director and MBA Careers Manager.</p>
--	--

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	An honours degree or equivalent.	A
E2	Proven experience of delivering high-quality career coaching, executive coaching, recruitment, executive search, HR or talent management, some of which has been gained preferably in a leading global business school, university or corporate recruiter with strong HE links.	A & C
E3	Experience of delivering career and personal development interventions to executive-calibre individuals, ideally including the use of online tools.	A & C
E4	Excellent interpersonal and communication skills (written and verbal), with the ability to build rapport and credibility quickly with high-potential individuals and global corporate partners.	A,C & D
E5	Ability to work under pressure, individually and as a team member, with flexibility and organisational skills to adapt to the needs of multiple stakeholders and situations and deliver high-quality outcomes while meeting high expectations from clients.	A,C & D
E6	Experience of effective career and executive coaching, counselling, guidance and advice to high-potential individuals and executives.	A & B
E7	Strong knowledge base of MBA and experienced hire career paths and global employability trends, selection practices and timelines.	A,C & D
E8	Demonstrated project management skills, including planning, coordinating stakeholders, and delivering to deadlines.	A,C & D

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Postgraduate qualification in business discipline, coaching or CIPD or equivalent.	A & B

D2	Knowledge and expertise in a range of psychometric tools with accreditation to BPS Level A/B.	A & B
----	---	-------