

CAREERS LIAISON OFFICER (CLO) – ROLE OUTLINE

CONTEXT

For most students employment after completion of their programme of study and in the longer term is a major priority. The University, both centrally and through work in academic departments, provides a range of means for students to develop their employability skills and to increase their ability to articulate them. Development of such skills is embedded in the University's Learning, Teaching and Assessment Strategy for 2005 to 2010. The role of the Careers Liaison Officer (CLO) within academic departments is central to ensuring that students are aware of the wide range of opportunities available to them to enhance their future employment prospects.

Key elements of the role include the following:-

(NB – Different Departments are likely to adopt different delivery methods. The CLO's role is to ensure that these elements occur rather than to necessarily deliver all of them. Some tasks may be delegated to administrative colleagues, others may come under the brief of other academic staff. The CLO's role is to be aware of these tasks, ensure linkages and encourage an integrated service for students.)

1. LINKS WITH THE CAREERS SERVICE

- CLO to act as the main link between the Careers Service and the Department.
- Undertaking an annual review, evaluation and planning meeting with the CLO.
- Coordinating access to the Department's students for Careers Service staff, for the purposes of group work etc.
- Informing the Careers Service when students are not available, e.g. reading weeks, placements etc.
- Promotion of the following to students and encouraging take-up:
 - o Careers Service Website and Prospects Website
 - o Careers What's On Programme (and highlighting any specifically relevant sessions, as appropriate)
 - o Careers Guidance Interviews (15 minute and 1 hour interviews).
- Encouraging students and graduates to inform the Careers Service of their first destination as part of the annual 'Destinations of Leavers from Higher Education (DLHE) Survey.'
- Disseminating results of DLHE survey to students and staff in the department.
- Liaising with Departmental IT Staff to ensure that there are appropriate links between the Departmental website and the Careers Service website.

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2. CAREERS INFORMATION

- Coordinating the maintenance of the Careers Notice Board in the department advertising events, services and vacancies.
- Distribution of booklets, leaflets and any other appropriate handouts to students.

3. EMPLOYERS/VACANCIES

- Promotion of the following Careers Service activities to students and encouraging take-up:
 - o Student Jobshop in the Union of Students
 - o On-line Vacancy Service (Work Experience, Graduate Vacancies etc)
 - o Employer Presentations and One- to-One sessions
 - o Occupational Panel Evenings
 - o Skills Development Sessions
 - o Employer Fairs.
- Liaise with Employers, including processing queries from Employers that are received by the Department on matters related to Careers, Vacancies and Work Experience. Disseminate to the Careers Service as appropriate.

4. LEARNING AND TEACHING PERSPECTIVE

- Learning, Teaching and Assessment Strategy (LTAS) - working with colleagues in the Department to help students develop the attributes of the Sheffield Graduate, as outlined in the LTAS.
- Promoting Careers inputs as an integral part of the timetable, ideally as part of an established module.
- Organising events within the Department such as Careers Days etc, according to Departmental needs. This may be in conjunction with the Link Careers Adviser.
- Having an awareness of Careers input into the department and its impact on Personal Development Planning (PDP) for students.
- Promoting Work Experience opportunities and helping students maximize the benefits gained from undertaking such activities.
- Enterprise- working with colleagues in the Department to raise students' awareness of enterprise and help students to develop enterprising skills.

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