



University of  
St Andrews

## Role of the careers link in academic schools and departments

<b>Document type</b>	<b>Guidance</b>
<b>Scope (applies to)</b>	Academic staff
<b>Applicability date</b>	01/02/2018
<b>Review date</b>	02/02/2023
<b>Approved date</b>	27/08/2021
<b>Approver</b>	Learning and Teaching Committee
<b>Document owner</b>	Acting Academic Policy Officer (Quality)
<b>School / unit</b>	Office of the Principal
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Academic policies/Learning and teaching/Careers link role descriptor
<b>Purpose</b>	Guidance outlining the role of the Careers Link in Schools and Departments including purpose of the role, role responsibilities, desirable attributes for the role and the benefits for Schools and students.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>

# UNIVERSITY OF ST ANDREWS

## Role of the Careers Link in Academic Schools and Departments

### 1. Purpose of the role:

To be a champion for student employability enhancement and career planning within their School. The Careers Link will be the principal contact for the Careers Centre in each Academic School and will also respond to employability and careers-related issues within their Schools.

This role is to help the implementation of the institution's employability strategy, which identifies the roles and responsibilities of students, academic schools and the Careers Centre to ensure that students' employability is enhanced, that career planning is encouraged appropriately early, and that work-related learning opportunities (work experience, extra-curricular activities, voluntary work, etc.) are made visible and student engagement encouraged.

### 2. Role responsibilities

- Act as a channel of communication between the Careers Centre and the School.
- Act as the School's employability and careers contact in response to student requests or initiatives.
- Ensure a planning meeting for the year ahead takes place prior to the beginning of each academic year, involving the Careers Link, Careers Adviser and student representative(s), and resulting in an action plan for the year ahead. The DoT or Head of School should also be present at this meeting and sign off the action plan.
- Ensure the School's Careers Adviser is invited each year to one of the School's Staff Council or Department meetings to discuss the previous year's activities, the most recent destination outcomes for the School and the planned activities for the year ahead. It is recommended that this discussion occurs at the last Staff Council or Department meeting of Semester Two in the current academic year, in order to assist planning and development of the action plan prior to the commencement of the new academic year.
- Ensure there are clear and prominent links on the School's website to relevant sections of the Careers Centre and CAPOD's websites.
- Help promote the University's Professional Skills Curriculum to students as a resource for developing the professional and IT skills employers' value.
- Encourage student employability implications to be considered in discussions about the design and delivery of the curriculum.
- Disseminate information relating to careers and employability at appropriate forums (e.g. School Council or Department meetings)
- Promote and support relevant opportunities and events for students and colleagues.
- Help the Careers Centre to identify alumni from the School to function as contacts for students.
- Identify inspirational students to motivate other students and communicate their identity to the Careers Centre.
- Attend annual meetings with other Careers Links, organised by the Careers Centre, to share and develop good practice.

### 3. Desirable attributes for the role:

Interest in and some knowledge of the employability agenda; commitment to developing the employability and career planning of their students

### 4. The benefits of this approach will be:

**For Schools and students:** enhanced student experience from increased careers engagement at the School level, greater awareness of careers and employability (particularly in relation to the applications of the skills and attributes they have developed within their discipline), as well as opportunities they can take advantage of as they begin to orientate themselves towards their future career post-graduation.

**For Schools:** enhanced awareness of destination outcomes and familiarity with evidence which is supportive of recruitment activity. As well as the development of links to previous alumni who can contribute to careers-based events, and also the benefits of linking with other Schools and the Careers Centre to contribute to shared best practice in the area of careers and employability initiatives.

**For the Careers Link:** endorsement for collegial activity which links to promotion, as well as opportunities for professional development through working with and sharing best practice with colleagues from outwith the School.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date