

ROLES AND RESPONSIBILITIES

DEPARTMENTAL CAREERS ADVISER (DCA)

- 1.1. This document outlines the typical duties expected of the post-holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

2. **Summary of post:**

- 2.1. The primary role of the Departmental Careers Adviser (DCA) is to liaise with the central Careers Service to ensure that an appropriate programme of careers related activity is delivered within departments.

3. **Duties and Key Responsibilities:**
 - To ensure that their department has a written policy for Careers Education, Information and Guidance (CEIG) in line with the College Policy and aspects of the QAA's UK Quality Code for Higher Education:

<http://www.qaa.ac.uk/quality-code>

<http://www3.imperial.ac.uk/careers/about/policydocuments>
 - To ensure that the departmental CEIG policy receives appropriate consideration in planning departmental activities.
 - To organise and advertise a programme of CEIG related events in collaboration with the Careers Service and ensure that they are timetabled within the department.
 - To provide information to students wishing to pursue related postgraduate studies, both at Imperial and elsewhere.
 - To ensure that students are provided with appropriate guidance on gaining relevant work experience through placements and internships.
 - To refer students to the College Careers Service for assistance in career choice and preparation for job hunting.
 - To ensure that students are made aware of careers publications available and the information resources accessible via the Careers Service website including vacancy information and the careers events calendar.

- To ensure that students are made aware at an early stage of the importance of enhancing their future employability by developing their professional / transferable skills while at the College.
- To be aware of the types of careers that relate directly to the graduates from their department.
- To be aware of links between their department and relevant employers and to utilise them to increase the opportunities available to undergraduate and postgraduate students.
- To work closely with the College's Careers Service to ensure that good careers advice is provided for students.
- To represent the department at the Departmental Careers Advisers' (DCA) Forum

3.1. Ideally DCAs should be appointed for a period of five years. Training will be provided for new DCAs and refresher training for existing DCAs by the Careers Service.

Approved by QAAC
January 2012

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