

HDA CAREER CONSULTANT - Job Specification

The Role

- To counsel, guide and coach our clients through a Career Review (In-placement) or Career Transition (Outplacement) , exploring one or more of the following paths:- JobSearch, Career Change, Self Employment, Early Retirement.
- Consider and promote the full range of HDA resources in order to maximize the value each client gains from their support programme.
- Maintain awareness of job market activity and developments within the recruitment industry
- Identify and recommend opportunities for development of the HDA Career Consultancy Product
- Develop and maintain a professional relationship with the clients being supported
- Share best practice with the HDA Career Consultancy Team

HDA Career Consultants demonstrate:-

- Strong interpersonal skills, adapted to the differing needs of the client
- Counselling skills
- Coaching skills
- Ability to motivate and drive clients forward towards their personal goals
- A developed and developing network of contacts
- Commitment to participate in Continual Professional Development activities, including researching of current thinking in all aspects of Career Coaching
- Practical skills such as CV development, interview techniques
- Presentation skills that inspire, through facilitation of workshops or seminars
- Project Management capability
- Commitment to delivery of a quality service
- Expertise within the field of Career Coaching and specialized expertise e.g. psychometrics, self employment,
- Business expertise within specific sectors
- Energy with the enthusiasm to share ideas with the HDA Career Consultancy Team
- Within own areas of expertise, visionary and innovative solutions