

Helpdesk Report:  
Career Adviser/Employer Liaison  
Officer

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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## 1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Career Adviser/Employer Liaison Officer

## 2. Higher education salary data

IDR have contacted the universities within our network of institutions in Scotland with your job description asking for salaries of a matching or similar role. We have anonymised the data received.

### University A

Job role	Minimum salary	Mid/typical salary	Maximum salary
Employability Adviser	£25,217	£25,941	£27,511
Careers Consultant	£30,942 + Market Supplement of £6,613	£31,866 + Market Supplement of £6,613	£33,797 + Market Supplement of £6,613
Employability Information & Comms Manager	£34,804	£36,914	£40,322

### University B

Job role	Minimum salary	Mid/typical salary	Maximum salary
Career Adviser, Grade 7	£32,817	-	£40,322
Career Adviser, Grade 8	£41,526	-	£49,553

### University C

Job role	Minimum salary	Mid/typical salary	Maximum salary
Career Adviser	£33,797	£36,914	£40,322
Assistant Director (Opportunities)	£40,792	£45,361	£50,132

### 3. NHS Scotland data

In this section we provide data from the NHS the information is on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS is the largest employer in the UK and as such plays a key role in influencing the market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Employment Advisors are typically employed on Band 4, Employment Specialists on Bands 5 and 6 and Recruitment Managers on Bands 7 and 8a.

The current salary ranges are listed below:

Band	Minimum	Maximum
4	£22,152	£24,258
5	£24,670	£30,742
6	£30,401	£38,046
7	£37,570	£44,688
8a	£45,446	£51,883

## 4. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

### 4.1. Data and summary

#### Career Adviser/Employer Liaison Officer, Junior level – advertised positions summary

	Minimum	Maximum
Average	£21,612	£23,310

#### Career Adviser/Employer Liaison Officer, Junior level - job advertisements

Reference ID	Organisation	Job title	Min	Max	Hours	Location
AC917	University of Reading	Careers Administrator	£20,130	£20,130	Full Time	Reading
AC918	University of Salford	General Administrator (Careers and Enterprise)	£20,836	£23,334	Full Time	Salford
AC919	University of Exeter	Employer Engagement & Student Employment Administrator	£18,812	£18,812	Full Time	Exeter
AC920	Buckinghamshire New University	Employer Engagement Officer	£25,217	£28,331	Full Time	High Wycombe
AC941	Manchester Metropolitan University	Assistant Careers Adviser	£23,067	£25,941	Full Time	Manchester

Career Adviser/Employer Liaison Officer, Intermediate level – advertised positions summary

	Minimum	Maximum
Average	£34,453	£39,851

Career Adviser/Employer Liaison Officer, Intermediate level - job advertisements

Reference ID	Organisation	Job title	Min	Max	Hours	Location
AC921	University of Strathclyde	Careers Consultant	£32,817	£40,322	Full Time	Glasgow
AC922	University of Reading	Careers Consultant	£41,526	£41,526	Full Time	Reading
AC923	Birkbeck, University of London	Talent Consultant	£33,836	£38,594	Full Time	London
AC924	Buckinghamshire New University	Student Opportunities and Career Success Lead	£33,797	£38,017	Full Time	High Wycombe
AC925	University of Birmingham	Careers Information Services Manager	£30,942	£40,322	Full Time	Birmingham
AC942	University of East Anglia	Careers Adviser	£33,797	£40,322	Full Time	Norwich

### Career Adviser/Employer Liaison Officer, Senior level – advertised positions summary

	Minimum	Maximum
Average	£45,826	£52,890

### Career Adviser/Employer Liaison Officer, Senior level - job advertisements

Reference ID	Organisation	Job title	Min	Max	Hours	Location
AC926	London Metropolitan University	Careers and Employability Service Manager	£43,416	£50,037	Full Time	London
AC927	Queen Mary University of London	Operations and Content Manager - Careers and Enterprise	£47,325	£52,833	Full Time	London
AC928	Staffordshire University	Academic Practice Learning Manager	£51,034	£59,135	Full Time	Stoke on Trent
AC943	University of Essex	Student Development Manager	£41,527	£49,553	Full Time	Colchester

## 4.2. Job advertisements

The following pages present the job advertisements for the above vacancies.