



Helpdesk Report: Careers Development/ Recruitment Lead

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):

- Careers Development/Recruitment Lead

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for full-time Career Development/Recruitment Lead.

2.1.1. Official earnings data

The data provided below is based on the Government’s latest Annual Survey of Hours and Earnings (ASHE), for November 2018. This survey, conducted by the Office for National Statistics, provides a snapshot of earnings each April and is based on a 1% sample of National Insurance numbers. ASHE is considered a reliable source of official earnings data.

The following table details the median and average UK gross annual pay for full time employees in the closest-matched occupational category. It also provides information on the annual percentage change which can be an indicator of labour market pressures.

Annual pay - Gross (£)¹ - For full-time employee jobs: United Kingdom, 2018

Description	Code	No. of jobs (000s)	Median	Annual percentage change	Average	Annual percentage change
Careers advisers and vocational guidance specialists	3564	7	27,489	8.9	27,167	-3.8

Source: Table 14.7a, ASHE 2018.

2.1.2. Recruitment data

The data in this section is based on analysis of recruitment salaries for a similar role(s). It is a guide to starting pay for these roles, and in some cases also provides a guide to the maximum that might be achieved.

HR, talent/resourcing

Commerce and industry, South East	Range £pa	Typical £pa
Talent/resourcing manager	40,000-60,000	47,000
Talent/resourcing adviser	30,000-37,000	33,000
Public sector, South East		
Talent/resourcing manager	40,000-50,000	42,000
Talent/resourcing adviser	28,000-35,000	29,000

Source: Hay Salary and Recruiting Guide 2018.

¹ Gross pay excludes bonuses but includes basic pay, shift premium payments, overtime pay, paid leave, maternity pay, sick pay and other pay.

2.1.3. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Career Developers in the NHS are typically employed on Band 7 or 8a and the current salary range is between £33,222 and £43,041 and £42,414 and £49,969 a year outside of London and high-cost areas in the South East/South.

Roles based in high-cost areas qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,400 and a maximum payment of £6,778;
- Outer London – 15% of basic salary, subject to a minimum payment of £3,723 and a maximum payment of £4,744;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,019 and a maximum payment of £1,763.

2.1.4. IDR data

The following tables contain data from IDR Pay Benchmarker, our internal database of salary information. This data has been collected by IDR directly from employers and employee bodies through surveys and data collection for the IDR Pay Benchmarker service.

Resourcing/recruitment advisor, private services sector, London/South East

Job level ²	Company count	Lower quartile	Median	Upper quartile	Average
5	19	£25,805	£32,116	£34,667	£31,247

Source: IDR Pay Benchmarker.

Resourcing/recruitment manager, private services sector, London/South East

Job level ²	Company count	Lower quartile	Median	Upper quartile	Average
7	19	37,183	40,000	46,225	44,065

Source: IDR Pay Benchmarker.

² Refers to the IDR Job Level. These typically cover the following: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior director/chief executive.

3. Job advertisements

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

3.1. Data and summary

Career Development, higher education – advertised positions summary

Minimum		Maximum	
Average	£30,292		£38,182

Career Development - job advertisements

Reference ID	Organisation	Job title	Min	Max	Location
AC282	University of Essex	Faculty Careers Adviser	£32,548	£38,832	Colchester
AC371	University of Oxford	Wainwright Early Career Fellow	£31,604	£38,833	Oxford
AC458	Bath Spa University	Quality Assurance Officer (Career Pathway)	£22,017	£26,243	Newton Park
AC471	The University of Law	Careers Manager	-	£37,000	Leeds
IN34	BM Design London	Careerwise UK Limited	£35,000	£45,000	London

3.2. Job advertisements

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



Faculty Careers Adviser

University of Essex - Academic Section

Location:	Colchester	Placed On:	3rd August 2018
Salary:	£32,548 to £38,832 per annum	Closes:	13th August 2018
Hours:	Full Time	Job Ref:	REQ01675
Contract Type:	Permanent		

Apply

Academic Section

An experienced careers and employability professional is sought for the role of Faculty Careers Adviser (FCA) to join our award-winning Employability and Careers Centre (E&CC).

Duties of the Role

You will work across the spectrum of employability activities. As part of this highly varied and diverse role you will provide individual advice and guidance to students, deliver career development learning through workshops/lectures in the curriculum, and through co-curricular and extra-curricular activities. You will engage with employers, organising daytime and evening events and work closely with your faculty academic staff to ensure a differentiated and research-led approach to employability.

The post-holder will support the Senior Faculty Employability Manager in delivering the agreed priorities and actions for the departments within the Faculty, by providing consultancy, advice and expert labour market analysis to Faculty staff.

Duties of the post come under two main categories: '**Consultancy and expert advice**' and '**Delivery of careers education and guidance**', though other duties will be expected.

A full list of duties and responsibilities can be found within the job pack.

Qualifications and Skills required

Educated to honours degree level or equivalent level qualification, ideally you will hold a relevant professional careers guidance qualification though this is not essential.

You will possess a proven record of effectively managing innovative projects; experience of one-to-one careers advice and guidance; and a good knowledge of current issues in Higher Education and Higher Education Careers work (including graduate employability).

Most importantly, you will have an innovative, engaging and effective professional approach. Your previous experience will have equipped you for adapting flexibly to this role and you will be someone who thrives on positive change and seeks new challenges, a self-starter who is able to write your own script and find

fresh ways to engage with students, while ensuring your activities are effectively coordinated with your colleagues.

This post is available for an immediate start, or as soon as possible thereafter.

At the University of Essex internationalism is central to who we are and what we do. We are committed to being a cosmopolitan, internationally-oriented university that is welcoming to staff and students from all countries and a university where you can find the world in one place.

Please use the 'Apply' button to read further information about this role including the full job description and person specification which outlines the full duties, skills, qualifications and experience needed for this role. You will also find details of how to make your application here. Our website <http://www.essex.ac.uk> contains more information about the University of Essex. If you have a disability and would like information in a different format, please telephone (01206) 874588 / 873521 / 873461.

Advert information

Type / Role:

Professional or Managerial

Subject Area(s):

Human Resources

Student Services

Location(s):

South East England



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Wainwright Early Career Fellow

University of Oxford - Faculty of Oriental Studies

Location:	Oxford	Placed On:	15th August 2018
Salary:	£31,604 to £38,833 p.a.	Closes:	1st October 2018
Hours:	Full Time	Job Ref:	135291
Contract Type:	Fixed-Term/Contract		

Apply

The Gerald Averay Wainwright Fellow is a postdoctoral research fellowship role. The intention is to offer an opportunity for an outstanding scholar at an early stage in her/his academic career to enhance that career through developing research experience and a publication record. The research may be conducted at any UK University with appropriate supervision in the designated areas.

The Fellow will carry out research into the non-classical archaeology (not literary or philological studies) of any country or countries of Northern Africa and the Near East (from Morocco to Afghanistan). This will involve managing the academic research and associated administration, through small-scale project management to co-ordinate multiple aspects of work within deadlines. The Fellow will adapt existing and develop new research methodologies and materials as necessary, preparing, reviewing and refining working theories and analysing data from a variety of sources. The preparation of research publication(s) is an important aspect of the role, as is present the research findings at appropriate forums. The Fellow will also develop a new research proposal or job application, and ideas for generating research income.

The successful applicant will present a credible proposal for research and publication in the relevant field, and ideally will have or plan to develop research impact and public engagement skills. Candidates must demonstrate advanced specialist knowledge in their discipline, and be able to develop an effective and coherent research programme. Time management skills, the ability to set priorities and meet deadlines, and skills in analysis of data and research into complex ideas, concepts or theories, will be required.

This is a fixed-term position for 6 months.

The closing date for applications is 12.00 noon on 1 October 2018.

Note: the University is also currently advertising for another Wainwright Postdoctoral Fellow with a longer fixed-term, <https://www.jobs.ac.uk/job/BKN985/wainwright-postdoctoral-research-fellow/>

https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erq_jobspec_version_4.jobspec?p_id=135291

Advert information

Type / Role:

Academic or Research

Subject Area(s):

Subject Area(s):

Historical & Philosophical Studies

Archaeology

Location(s):

South East England



Quality Assurance Officer (Career Pathway)

Bath Spa University - Academic Services

Location:		Placed On:	16th August 2018
Salary:	£22,017 to £26,243 per annum (G5)	Closes:	2nd September 2018
Hours:	Full Time	Job Ref:	REQ000065
Contract Type:	Permanent		

Apply

Location: Newton Park

Hours: Full time, 52 weeks per year

Closing Date: 12 midnight GMT, 2 September 2018

Interview Date: Monday 17 September

About the role

This role offers the successful candidate a career route in to quality assurance and enhancement in the higher education sector. The Quality Assurance Officers operate as a team, with each having responsibility as a key and secondary contact to academic areas of the University for day-to-day advice and also leading on quality assurance and enhancement-related projects within the department. This role provides administrative and advisory support to the managers within the department and to Academic Board committees in the management and enhancement of academic quality and standards across the University. This includes acting as officer/secretary to committees and other panels carrying out quality management-related work of the University. The post provides a career pathway to learn and develop in the role, initially assisting the work of the established Quality Assurance Officers in the department and developing increasing knowledge, skills and autonomy.

About you

You will be reflective and enthusiastic with an interest in the higher education sector and a commitment to continuing personal development. Your approach will be collegiate both within and beyond the Academic Services department. Using sound judgement and initiative, you will be a problem-solver, able to make connections across different areas of work and apply knowledge appropriately in relation to set guidelines and procedures. You will also have good written and oral communication skills and an ability to develop and maintain productive relations both with internal staff and external associates at all levels.

The successful candidate will be expected to show a professional commitment to the role when taking up post, for example through membership of the Association of University Administrators (AUA).

About us

Academic Services is a central department with responsibility for the processes that govern the academic standards of the University's programmes and the quality assurance and enhancement of the student experience. This includes programmes delivered by Bath Spa University directly and those accredited by us and delivered by partner providers in the UK and internationally. As such, we work with the full range of academic and professional departments across the University as well as external individuals and organisations.

For an informal discussion, please contact Laura Porter, Deputy Head of Quality, on 01225 876008 or l.porter@bathspa.ac.uk

To apply

For further information or to apply on-line please visit [Bath Spa University](#) jobs page. CVs will not be considered and those included with application forms will be removed. Any queries regarding the application process should be emailed to hrcontact@bathspa.ac.uk.

Unfortunately due to the SOC level and salary associated with this post we would be unable to sponsor any applicants requiring a Tier 2 (general) visa.

Advert information

Type / Role:

Clerical

Subject Area(s):

Administrative

Location(s):

South West England

£35,000 - £45,000 a year

Permanent

Location: Chelsea

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Senior Designer / Project Manager

BM Design London - London SW1X

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