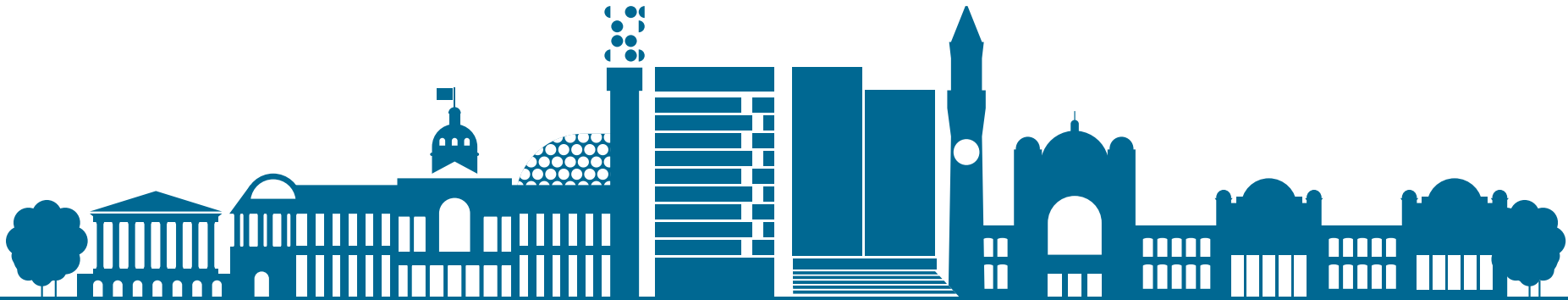


Birmingham Professional Career Development

Sarah Egan



Career Journey: 13 years' at UoB

UG Administrator	School of Psychology	Band 400
UG Administrator and Exams Co-ordinator	School of Psychology	Band 500
6 month <u>secondment</u> to Student Conduct Officer	Academic Services	Grade 6
Student Conduct and Appeals Officer	Academic Services	Grade 7
Re-organisation of Registry – <u>sideways</u> to Academic Policy and Standards Officer	Registry	Grade 7
<u>Secondment</u> to Head of Academic Policy and Standards.	Registry	Grade 8
College Operations Manager	CAL	Grade 8



Boundaries and overcoming them

- Part-time/ maternity leave: *patience, time, pace*
- Specialist vs generalist
 - Central/ College working
 - Taking a leap of faith, widening experiences*
- Confidence: overcoming anxiety (presentations!)
 - *Taking up opportunities that present challenge e.g. Westminster, Stockholm*



Tip 1: Personal Responsibility

‘this is *my* journey’

- PDRs
- Mentoring
- Coaching
- Training
- Secondments

Patience, time, open-mind, flexibility, long term goals



Tip 2: Transparency and Openness

- Line-manager relationship - aspirations
- Discussing potential roles, assess criteria
- Look at vacancies and talk to colleagues, post-holders, managers
- Secrecy?
- Feedback following interviews

Talking, honesty, professional attitude, willingness



Tip 3: Seeking Opportunities

- Networking: School/ College/ University groups
- Volunteer for new tasks and activities (New Core, graduations, admissions)
- Raise profile
- Secondments

Challenge

- Diversify: consider 'central roles'?



Confront fears, embrace change

Tip 4: Practicalities



Stretch myself, positive attitude, willing to learn

What can I do in the time I have available?

- Ask to sit in on a meeting in another area
- Meet a colleague for coffee to find out more about their role
- Find time to volunteer for one additional or different activity
- Keep an eye on vacancies

Tip 5: I've found a role to apply for!

Preparation:

- Talk to your manager
- Talk to the recruiting manager
- Speak to people in similar roles
- Research online to find out more about the area

Integrity, humility

Application:

- Read the person specification carefully
- Every word counts!
- Examples, examples, examples
- 'glow'

Respond to and build on feedback

Summary

- Take personal responsibility for career development
- Be open and honest about aspirations
- Seek and take up opportunities, even if not directly linked to career goals
- Small steps can have big benefits
- Network: people will remember you
- Regularly review vacancies
- Keep an open mind – careers evolve

