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# GRAPHIC & WEB

# ROLES IN THE SECTOR

- UX DESIGNER
- **ART DIRECTOR**
- CREATIVE DESIGNER
- BRAND IDENTITY DEVELOPER
- CONTENT DEVELOPER
- **PRODUCT DESIGN**
- **GRAPHIC DESIGN**
- WEB DESIGNER
- GAMING DESIGNER
- **UI DESIGNER**

oles in this industry are always highly sought after. Most companies have a Website, so therefore, having one that is attractive and user-friendly is of utmost importance. Graphic Designers work on the creation of marketing collateral, such as magazine covers and layouts, leaflets, inforgraphics, pamphlets etc. Opportunities in this sector range from creative to technical and are often a combination of both. A career in this area usually requires specific design and software skills

#### SKILLS

- EYE FOR DETAIL
- COMMUNICATION
- CREATIVITY
- ADOBE ILLUSTRATOR
- ADOBE PHOTOSHOP
- ADOBE INDESIGN
- GIMP



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and a relevant degree, such as Graphic Design, product/industrial design or computer science. Most graphic designers will use programmes such as Adobe Photoshop, Adobe Illustrator and GIMP.

eb designers and Graphic designers usually cross over, but a web designer might be expected to know at least one code language, such as HTML, CSS or Python, and be able to transoform a design into a functioning website.

#### **DEGREES**

- GRAPHIC DESIGN
- FINE ART
- ART & DESIGN
- MARKETING
- COMPUTER SCIENCE

www.marketingtechnews.net

# **ADVERTISING**

### **ROLES** IN THE SECTOR

he advertising sector is digital and physment, analytical positions that focus on wadwith marketing and design divisions,

JCDecaux

he main objective of advertising is to increase awareness and drive revenue. This can be around either a product or service, with the main focus being on conveying the positive attributes of a business to consumers; it's all about increasing sales. The most popular advertising mediums are television, radio, the internet, and printed material such as newspapers. These areas are then targeting through campaigns designed by the team in charge of advertising.

#### SKILLS

- WRITTEN ABILITY
- EXCELLENT GRAMMAR & SPELLING
- CREATIVITY
- COMMUNICATION
- ABILITY TO WORK TO DEADLINES
- GRAPHIC DESIGN



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areers in this sector are fast-paced and require a high level of organisation and creativity. Gaining a degree, especially in Marketing, is one way to get your foot in the door, but it's also possible to start at the bottom of the ladder and work your way up.

📘 he skills required to be successful in advertising are both strategic and practical, meaning that the fastest profession comes from on-the-job experience.

- MARKETING
- BUSINESS
- ART & DESIGN
- ENGLISH
- SOCIOLOGY
- PSYCHOLOGY

# MARKETING

## **ROLES** IN THE SECTOR

Marketing encompasses a wide variety of roles and can be broken down into:

- DIGITAL MARKETING (Web building, blogging, Search Engine Optimisation, PPC, online advertising, social media)
- FIELD MARKETING (events, conferences, networking sessions)
- BRANDING (branding executive)
- PR/ COMMUNICATIONS (gaining news coverage)
- ANALYTICS
- UX (user experience)

ccording to Creative Skillset, 153,000 people are employed within the marketing and advertising industry, with graduates making up more than 70% of the workforce. It is therefore a very popular sector, with a variety of roles out there for graduates.

his vibrant sector's main objective is to communicate effectively with a selected audience to enable an organisation or brand to promote certain messages or products/ services.

#### SKILLS

- WRITTEN ABILITY
- CREATIVITY
- ANALYTICAL MIND
- COMMUNICATIONS
- SOCIAL MEDIA
- UNDERSTANDING OF SEO
- UNDERSTANDING OF ADWORDS



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arketing can be both online and offline and plays an important part across sectors. Digital marketing is a growing field. Marketers usually collaborate with sales, business development and PR teams. Marketing roles exist within marketing agencies or are in-house.

- ENGLISH
- MARKETING
- BUSINESS
- PSYCHOLOGY
- SOCIOLOGY
- COMMUNICATIONS

### THE MEDIA SECTOR

## ROLES IN THE SECTOR

Some main areas of work within this sector are:

- JOURNALISM(producing articles for newspapers, magazines, online publications etc.)
- PRODUCTION (special effects, film, TV, radio)
- PUBLISHING (with jobs such as editing and design, or radio and television)

• ENTRY-LEVEL ROLES INCLUDE BEING A "RUNNER" (most junior role who assists with basic tasks), Editorial Assistant, Production Assistant, Media Researcher

- JUNIOR ACCOUNT MANAGER
- ACCOUNT EXECUTIVE

WC predicts this sector will grow 3% per year and be worth £76billion by 2022. Consumers' interest in watching TV/film on the move has brought media providers such as Netflix to popularity. Furthermore, the UK video games and eSports market is predicted to overtake the book sector, and spending on VR will equal what's spent on magazines by 2022. It's also predicted that music streaming will overtake live music in 2020.

he media industry refers to any sort of mass communication with the public, usually either through broadcasting,

#### SKILLS

- WRITTEN ABILITY
- COMMUNICATIONS
- AN INTEREST IN CURRENT AFFAIRS
- INNOVATIVE THINKING
- ATTENTION TO DETAIL



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publishing or the internet. There are broadly two types of roles within the sector, either creative or technical. However, as with other industries, there are jobs within media companies which aren't directly connected to the media, such as HR, IT, analytics or finance.

he media sector is very competitive and the number of graduates entering the sector has dropped over the past few years (High Fliers 2017 Report). However, spending on film production in the UK has increased and the sector is shifting away from traditional media to become more digital.

- ENGLISH
- MEDIA STUDIES
- MARKETING
- BUSINESS
- HISTORY
- SOCIOLOGY

# PR & COMMUNICATIONS

## **ROLES** IN THE SECTOR

#### Jobs exist in PR agencies, as well as in-house.

- PR INTERN
- PR ASSISTANT
- CAMPAIGNS EXECUTIVE
- CAMPAIGN MANAGER
- COMMUNICATIONS EXECUTIVE
- MARKETING ASSISTANT
- CONTENT WRITER

his sector is very popular with graduhe objective of most Public Relations roles ates and has grown substantially over is to promote positive messages around the last few years. The industry is currently the brand or organisation and improve public worth around £13.8billion, a rise of 7% over the perception of them. This could mean repairpast two years. The phenomenal rise in social ing a bad reputation, building a brand up from media and review websites means having a scratch or simply communicating company strong and positive public image has never news. Working in PR usually means working been so important to businesses. Customers' closely on campaigns with businesses, jourability to instantly leave negative feedback nalists and sometimes marketers, so you need and criticism has focused minds on buildto have great interpersonal skills and enjoy ing brand loyalty and PR professionals are working as part of a team. Working within responsibility for growing brand awareness this sector can mean in-house or as part of and ensuring any news stories are spun in a an agency. company's favour.

#### SKILLS

- WRITTEN ABILITY
- EXCELLENT EMAIL AND TELEPHONE
  MANNER
- INTEREST IN CURRENT AFFAIRS
- INDUSTRY KNOWLEDGE
- SOCIAL MEDIA



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- ENGLISH
- PSYCHOLOGY
- SOCIOLOGY
- COMMUNICATIONS
- HISTORY
- BUSINESS
- MEDIA

### IT & MOBILE TECHNOLOGY

### **ROLES** IN THE SECTOR

R oles in IT are vast and could include creating applications or systems, fixing or solving technology problems and finding ways to increase business efficiency.

irtually every business will require IT support to a greater or lesser extent. Roles overlap with marketing such as web development, web design and app development. Other career branches could include:

S oftware design, web development, systems analysis, network engineering and managing cloud-based systems, app development.

ver 90,000 people are employed in technology roles across all sectors, with 40% in technology businesses and the remaining in other sectors (PlanIT). The UK offers a brilliant environment for technology companies, including a strong start-up culture, technology clusters across the UK (Reading, Bristol, Manchester) and having the title of 5th in the world of global innovation (Invest Gov UK). The IT and computing sector is fast-changing and developing. It is also facing a skills-shortage, particularly within Cyber Security and Cloud Computing, so computing graduates are in high demand and starting salaries are higher than average for the UK. A large and rapidly growing industry, computing and IT play a large role in every company and organisation in the

#### SKILLS

- ANALYTICAL SKILLS
- INTEREST IN PROBLEM-SOLVING
- INTEREST IN LATEST TECHNOLOGIES
- CODING
- ATTENTION TO DETAIL



UK and around the world, and there's huge variety in the roles available to you. IT professionals work across sectors but might also work in agencies.

he mobile technology industry is also growing rapidly, with many exciting career opportunities opening up as a result. The sector encompasses everything from mobile advertising, UI/UX design, mobile marketing and mobile business development. As almost half of the world's population now uses mobile communications, this is a sector to keep an eye on in future. Careers in mobile technology can be very well paid and offer plenty of scope for career progression and development.

- IT
- COMPUTING/COMPUTER SCIENCE
- STEM SUBJECTS

# HEALTH

# **ROLES** IN THE SECTOR

pportunities in health aren't just patient-focused. They can include research, data analysis, administrative support, HR, technical roles in health-tech, healthcare

assistant, working with health care policy, operational management, patient administration, IT, project management. ealth as an industry will always need a workforce, and as the population grows, the needs of the sector grow and diversify with it. Because people are living longer, there is a greater need for care for those living with chronic and age-related conditions.

he NHS is the second biggest employer in the world, so jobs within it are plentiful. They offer management scheme places

### SKILLS

- KEEPING UP TO DATE WITH INNOVA-TIONS IN THE SECTOR
- ANALYTICAL SKILLS
- GOOD COMMUNICATION
- COMMERCIAL AWARENESS
- RESEARCH SKILLS
- EMPATHY AND COMPASSION
- ABILITY TO COPE UNDER PRESSURE



to graduates every year. NHS wages are set by the government and increase in bands. Working in the public sector offers several benefits and perks.

Private health companies such as BUPA and BMI also offer schemes to graduates in differing areas. These companies offer a similar range of roles to the NHS, although without the job security and pay constraints.

- PSYCHOLOGY
- **BIOMEDICAL SCIENCE**
- NURSING
- PROJECT MANAGEMENT

# LESURE

# ROLES IN THE SECTOR

You could work in a variety of settings and roles in this industry. Jobs can involve unsociable hours and travel, however a lot of flexible and contractual roles exist for people who like variety. R oles in this sector can include direct industry involvement in positions such as sport operations and tourism management, or in a range of positions in a related business, such as organisation and booking, finance, management, PR, promotions and events management. he leisure industry is broad and includes sports, events, entertainment, betting, gambling, museums, theatres, heritage, theme parks and more. The UK's leisure industry is worth over £117billion in revenue and is seeing upward growth, growing twice as fast as the retail sector. This upward trend will see more being people employed in the sector (Deloitte).

#### SKILLS

• ENTERTAINMENT/ EVENTS: project manager, operations, venue manager, event planner, sourcing, merchandising

- CUSTOMER-FACING: customer service, host, event planner
- SPECIALIST:

personal training, sports coaching

- MARKETING/ ADVERTISING/ PR
- FINANCE



R oles in the leisure industry can be very varied, from general roles such as Marketing and customer service, to more specialist roles such as a tour guide or archivist. This is a good industry to go into if you have an interest in the arts, culture and heritage, with galleries, museums and tourist sites among some of the biggest employers in the country.

#### DEGREES

- CUSTOMER-FACING SKILLS
- COMMUNICATIONS
- KNOWLEDGE OF THE INDUSTRY

There is no one route into the leisure industry, and qualification requirements are very dependent on the role you go into. Entry level roles are also available without a degree and can lead on to more senior roles. Common degrees include Business, Marketing, Events Management and Sports Science.

RESOURCES: • www.leisureweek.com • www.leisuremanagement.co.uk

# FOOD& DRINK

## **ROLES** IN THE SECTOR

- PRODUCT MANAGEMENT
- OPERATIONS
- SALES

- BUSINESS DEVELOPMENT
- MARKETING
- BUYER/ MERCHANDISER

ood and drink is the UK's largest manufacturing sector and is a major contributor to the UK economy. The sector employs 3.9 million people and makes up 1 in every 7 jobs. The food industry includes agriculture, manufacturing, food processing, marketing, wholesale, distribution, retail, hospitality, regulation and food technology.

illennials have a strong preference for convenience and eat at restaurants

### SKILLS

- GOOD SECTOR KNOWLEDGE
- KNOWLEDGE OF
  HEALTH/NUTRITION



more than any other generation, which has had an impact on the food industry. This has resulted in the birth and growth of companies such as Deliveroo, Hello Fresh and Amazon Food.

- CHEMISTRY
- FOOD TECHNOLOGY
- MARKETING
- FOOD & DRINK MANAGEMENT
- HOSPITALITY & EVENTS
- MANAGEMENT
- FOOD & BEVERAGE TECHNOLOGY
- FOOD TECHNOLOGY/SCIENCE

# HOSPITALITY & EVENTS

# **ROLES** IN THE SECTOR

- EVENTS ORGANISER
- EVENTS MARKETING
- HOTEL MANAGEMENT
- BAR/RESTAURANT MANAGEMENT
- WEDDING PLANNING
- FUNDRAISING

orking in this sector is all about delivering successful events resulting in client satisfaction. Together with tourism, the industry employs nearly 5 million people in the UK and contributes over £140 billion to the economy. It's estimated that one in five new jobs is in hospitality.

hese roles include event planning, co-ordination and management, client-side marketing, events management and events promotion. Events opportunities may also

#### SKILLS

- COMMUNICATIONS
- ORGANISATIONAL
- CUSTOMER-FACING
- ATTENTION TO DETAIL
- GOOD MATHS/FINANCE SKILLS



cross over into other sectors such as finance and business development.

here are many possible entry paths to events and hospitality. Undergraduate courses in hospitality or event management can lead to administrative jobs and graduate schemes, but many other positions don't require formal study. Instead, big recruiters like Greene King, Marriott International and Sodexo ask for confidence, languages and customer service skills.

#### DEGREES

- BUSINESS MANAGEMENT
- EVENTS MANAGEMENT
- FINANCE
- PSYCHOLOGY

RESOURCES: www.bighospitality.co.uk www.thecaterer.com

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# TRAVEL

ROLES IN THE SECTOR

- TOUR MANAGER
- TRAVEL WRITER
- MARKETING
- TOURISM INFORMATION
- CUSTOMER SERVICE
- TOUR OPERATIONS
- TRAVEL CONSULTANT
- TOUR GUIDE

- MARKETING
- SECRETARIAL/ ADMIN
- COMMUNITY SALES ASSOCIATE
- BUSINESS DEVELOPMENT
- TICKET SALES
- ACCOUNTING & FINANCE
- EDITOR

his sector has changed dramatically over the past few years. The internet has made it increasingly easy to buy cheap holiday packages and flights, and the sharing economy has paved the way for companies such as Airbnb. As a result, travel agencies are losing their appeal. Travelling can refer to inbound, outbound and domestic.

he UK is 7th in the world of gross revenue from tourism, and domestic tourism is seeing substantial growth. The increase in gap year travel schemes opens a relatively

#### SKILLS

- SALES ABILITY
- ORGANISED
- ABILITY TO WORK WITH PEOPLE
- ATTENTION TO DETAIL



new area for travel companies looking to engage with younger people. We're often told that the Millennial generation is more interested in experience over material possessions such as property, and that is reflected on the increasing number of young people taking gap years before and after university, but also later in their careers. Working within the travel industry can give you plenty of opportunities to see the world and broaden your horizons, so it's a great sector to get into if you have a natural curiosity and want to discover more about other countries and cultures.

- MODERN FOREIGN LANGUAGES
- TOURISM & HOSPITALITY
- MANAGEMENT
- INTERNATIONAL BUSINESS
- BUSINESS STUDIES

# RETAIL & FACE

## ROLES IN THE SECTOR

- FOOD PRODUCTION
  OPERATIVE
- SALES ASSISTANT
- MERCHANDISER
- SHIFT MANAGER

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- WAREHOUSE & DISTRIBUTION
  MANAGER
- FIELD SALES MANAGER

- QUALITY ASSURANCE
- SUPPLY CHAIN ANALYST
- DATA ANALYST
- PRODUCT DEVELOPER / MANAGER
- ACCOUNT MANAGER
- BUSINESS DEVELOPMENT EXECUTIVE
- CONTENT WRITER
- SOCIAL MEDIA EXECUTIVE

1 , 0 3

MCG (fast moving consumer goods) refers to products sold quickly and at a relatively low cost. Examples of this include packaged foods, toiletries, beverages, overthe-counter drugs. The industry brings in £152billion to our economy, and the UK is home to 300,000 separate retail outlets.

obs in this sector are varied and can range from assisting on the shop floor, to working in the management sector or behindthe-scenes as a merchandiser.

#### SKILLS

- ABILITY TO WORK IN A TEAM
- ORGANISATIONAL SKILLS
- CUSTOMER SERVICE SKILLS
- KNOWLEDGE OF THE INDUSTRY



orking hours are one of the most crucial aspects to consider before entering this career, as you are likely to work up to 40 hours per week, often with unsociable shift patterns. Employees in this industry would be expected to cope with a great deal of pressure, have good customer service skills and be able to work in a team on a daily basis.

- BUSINESS
- FINANCE
- ECONOMICS
- FASHION
- RETAIL MANAGEMENT

# CHARITY

# **ROLES** IN THE SECTOR

- FUNDRAISING
- **PROJECT MANAGEMENT**
- CAMPAIGN MANAGEMENT
- RESEARCH

- RETAIL
- HR
- ADMINISTRATION
- MARKETING

he charitable sector is huge within the UK and covers a vast array of interests and causes. People who work for not-forprofit organisations have to have a genuine and deep-felt interest in their campaign area, and this sort of work greatly appeals to students and those who have recently graduated.

oles in charitable organisations vary widely, from direct fundraising opportunities to advertising and marketing, and from programme co-ordination to administration or management jobs. Sometimes known as the 'third sector', charitable organisations employ close to 900,000 people in the

### SKILLS

- STRONG CUSTOMER-FACING SKILLS
- ORGANISATIONAL SKILLS
- AWARENESS OF CURRENT AFFAIRS & POLITICS
- EVENT PLANNING & MANAGEMENT



UK. Some of the largest charities in the country include Macmillan Cancer Support, Cancer Research UK, Save the Children, Sightsavers and the Royal National Lifeboat Institution.

he qualifications you might need to enter the charitable sector will very much depend on the type of role you want, with some requiring minimal or no qualifications and others looking to hire those with a degree relevant to the position they are applying for. Many charities will like to see you have already undertaken some volunteering work, so look for opportunities through Do-it.org to find placements and gain experience.

- INTERNATIONAL RELATIONS
- BUSINESS
- MARKETING
- ENGLISH
- BUSINESS STUDIES
- PSYCHOLOGY
- SOCIAL POLICY

# FASHION

## ROLES IN THE SECTOR

- BUYER
- FASHION DESIGNER
- RETAIL MANAGER
- MERCHANDISER

- STYLIST
- TEXTILE DESIGNER
- VISUAL MERCHANDISER
- JOURNALIST

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round 555,000 people are currently employed in fashion, textiles and fashion retail in the United Kingdom. Most jobs in fashion-related industries are in the retail sale of clothing, which employs 75% of those in this sector. Next come roles in wholesale and the lowest numbers are employed in fashion manufacturing.

ne of the most common ways to break into the industry would be to start your own blog to express your personal unique style and what is making you tick in the current fashion world. Employers

### SKILLS

- ATTENTION TO DETAIL
- AN ARTISTIC EYE
- COMMUNICATION SKILLS
- CUSTOMER-FACING SKILLS
- INDUSTRY KNOWLEDGE



will be interested in seeing your online blog portfolio to get an idea of your interests and, of course, your writing skills, which can be used for roles in product description writing and journalism.

rtistic skills are essential if you wish to get into the fashion design industry, whereas communication skills are of importance if you wish to get into the world of merchandising, which will often involve making pitches and meeting other professionals in the industry.

- TEXTILE DESIGN
- FASHION STUDIES
- GRAPHIC DESIGN
- ART
- MEDIA
- ENGLISH
- BUSINESS MANAGEMENT
- JOURNALISM

# BANKING & FINANCE

## ROLES IN THE SECTOR

#### ACCOUNTANT

- INVESTMENT MANAGER
- BANKER
- FINANCIAL ADVISOR
- INSURANCE BROKER
- TAX ADVISOR
- PENSIONS MANAGER

he UK is widely regarded as a worldleader when it comes to the banking and finance sector, with many banks, accountancy firms and other financial institutions choosing to base their headquarters in London.

R oles within the banking and finance industries usually fall into one of several categories, namely accounting, banking, financial planning, insurance, tax, investments and pensions and financial advice. Jobs in this industry can be very highly paid and offer plenty of opportunities for career development, making it an attractive but very competitive sector to try and break into. Most of the large financial institutions

#### SKILLS

- NUMERICAL SKILLS
- ACCOUNTANCY SKILLS
- BUSINESS MANAGEMENT
- GOOD COMMUNICATION SKILLS





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will offer graduate schemes and almost all will require a minimum of a 2:1 in a relevant course. Those looking to land an accountancy job will need AAT or ACCA qualifications, while vocational qualifications in the areas of tax, pensions or investment management are favoured by many of the big name banking and accountancy firms.

S ome of the biggest graduate recruiters include Chaucer Syndicates, Kiln Group, Marsh, Hazlewoods LLP, Catlin Group, Allianz Insurance, AXA, Grant Thornton UK LLP, BDO LLP, Zurich Financial Services, Deloitte, KPMG, PWC, EY and RSM.

- ECONOMICS
- **BUSINESS & MANAGEMENT STUDIES**
- MATHEMATICS
- ACCOUNTANCY





# ENVIRONMENT

# THE SECTOR

#### ENVIRONMENTAL

- CONSULTANT
- ENVIRONMENTAL MANAGER
- AGRICULTURAL CONSULTANT
- TOWN/CITY PLANNER

- SITE MANAGER
- ENVIRONMENTAL ENGINEER
- SUSTAINABILITY ENGINEER
- QUALITY SURVEYOR
- QUALITY ASSURANCE

#### e live in a much greener and more environmentally aware world, making careers in the environment sector all the more appealing to newly qualified graduates. Careers can range from environmental science to the development of green energy products, and from conservation and sustainability to landscape development and advising on agricultural technologies.

hose with a background in geography, engineering or earth sciences will all have an advantage when it comes to applying for jobs within this sector. Many roles will require an undergraduate, postgraduate or

#### SKILLS

 ANALYTICAL SKILLS ENGINEERING • ENVIRONMENTAL SCIENCE COMMUNICATION SKILLS ABILITY TO WORK IN A TEAM SOCIOLOGY AWARENESS OF CURRENT AFFAIRS & SOCIAL POLICY POLITICS MEDIA RESEARCH SKILLS ECOLOGY BIOSCIENCE • ENERGY SCIENCE ENVIRONMENTAL ENGINEERING



research degree in a relevant field, and individuals looking to forge a career in this sector will need to be passionate about the environment. Renewable energy, energy management, conservation and flood risk management are all important fields within the environmental sector. This is a rapidly growing industry, with experts suggesting 600,000 entrants a year will be required to work on the environment and sustainability by 2020. With climate change and other environmental and political pressures all affecting the planet, this is an industry which is likely to change and evolve rapidly in the coming years.



he engineering sector employs 19% of the UK population and contributes £1.23trillion to the UK's total turnover. In recent years, the UK has carried out some huge engineering feats. These include Crossrail, HS2, offshore windfarms, the Leeds Flood Alleviation scheme and Birmingham's Big City Plan. In fact, roles in the industry are in such high demand that it's predicted the UK will need over 180,000 trained engineers per year up to 2024.

# ENGINEERING

#### **SKILLS**

- STRONG ANALYTICAL SKILLS
- RESEARCH SKILLS
- NUMERACY
- DESIGN



- AUTOMOTIVE ENGINEERS
- MAINTENANCE ENGINEERS
- STRUCTURAL ENGINEERS
- DESIGNERS
- AEROSPACE ENGINEERS
- DATA ANALYST
- OPERATIONS
- LOGISTICS

- PATENT LAW
- PROCUREMENT
- PURCHASING & BUYING
- SUPPLY CHAIN MANAGEMENT
- TECHNICAL SALES
- WEB DEVELOPMENT
- SOFTWARE ENGINEERING



he sector is vast and there are many different strands of engineering to explore – civil, electronic, mechanical, aerospace, automotive, chemical, renewable and more. The majority of work in this sector lies in manufacturing (42.3%), followed by IT and Communications (19.5%) and construction (17.2%).

echnical, analytical and great problem solvers, engineering graduates can specialise in a range of fields. There are currently particularly exciting opportunities open in nuclear energy and road and rail transport.

- ENGINEERING
- SCIENCES
- IT
- EARTH SCIENCES
- CHEMISTRY

# PROPERTY & CONSTRUCTION

# ROLES IN THE SECTOR

- REAL ESTATE MANAGER
- CONSTRUCTION SUPERVISOR
- SAFETY DIRECTOR
- PROPERTY SURVEYOR
- PROPERTY CONSULTANT
- PROPERTY MANAGER
- MARKETING

- ESTATE AGENT
- FINANCE ASSISTANT
- ADMINISTRATION/OFFICE
- MANAGEMENT
- SALES ASSISTANT
- OPERATIONS

he property sector focuses on the buying, selling, renting and renovating of property, both residential and commercial. Construction, meanwhile, is more concerned with the building of property and structures. Combined, these two sectors employ roughly 10% of the population while the UK's estimated construction output for 2017 was over £150billion, 7% of the nation's GDP.

here are an array or roles available in the industry including, surveying, architectural design, structural and civil engineering, property development, town planning, conservation and estate agency. With government initiatives encouraging new home builds, private property offers another solid option.

#### SKILLS

- NUMERACY
- COMMUNICATION SKILLS
- TIME-MANAGEMENT
- ABILITY TO WORK IN A TEAM
- ATTENTION TO DETAIL
- DESIGN SKILLS



hile many of the largest employers like Balfour Beatty, JLL and LandSec ask for specialised degrees, there are plenty of graduate conversion schemes available. Apprentice schemes for school leavers are also particularly strong in the construction sector. The best candidates will have excellent numeracy, time management and communication skills.

PropTech is a growing sector which refers to "the wave of companies using technology to refine, improve or reinvent the services we rely on in the property industry to buy, rent, sell, build, heat or manage residential and commercial property".

- ARCHITECTURE
- BUSINESS STUDIES
- HOSPITALITY

# CONSULTANCY

## ROLES IN THE SECTOR

#### POLICY ADVISOR

- MANAGEMENT CONSULTANT
- FINANCIAL ADVISOR
- STRATEGY CONSULTANT
- MANAGEMENT CONSULTANT

OPERATIONS CONSULTANT

- FINANCIAL ADVISORY CONSULTANT
- HUMAN RESOURCES CONSULTANT
- IT CONSULTANT

n simple terms, a consultant is someone who gives professional advice on a specific field of expertise. Consultants operate in some capacity in just about every industry, but according to the most recent statistics, the biggest sectors for consultants are financial services (29%), advising government and the public sector (25%), manufacturing (8%) and digital or technology (8%).

he Management Consultancies Association (MCA) last estimated that around 63,000

### SKILLS

- RESEARCH SKILLS
- COMMUNICATION SKILLS
- PUBLIC SPEAKING
- ORGANISATION SKILLS
- KEEPING UP TO DATE WITH INDUSTRY NEWS
- DIGITAL SKILLS
- FINANCIAL A HEAD FOR FIGURES

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people are employed in consultancy practices, with around 94% of them working as consultants and the remaining 6% as support staff. Also referred to as advisors, instructors or specialists, consultants will generally hold at least a bachelor's degree in a relevant field. A BSc in business studies, for example, would set you up well for entering a management consultancy firm, while degrees in healthcare or the sciences are valued by firms advising public sector bodies and helping shape government policy.

- **BUSINESS STUDIES**
- SCIENCES
- HEALTHCARE
- POLITICS



# TRANSPORT

# **ROLES** IN THE SECTOR

- FLIGHT ATTENDANT
- ROUTE PLANNER
- AIR TRAFFIC CONTROL
- ENGINEER

- STATION MANAGER
- PILOT
- DELIVERY DRIVER
- COURIER

n recent years, the UK has made huge investments in the transport industry – think of the construction of Crossrail and HS2, or the expansion of Heathrow Airport. Flying, in particular, is at an all-time high.

he transport industry's jobs can be split into four main sections: operations, route planning, customer service and safety. For any roles in the transport sector a degree is usually required, although there are no fixed routes to entering the profession. You'll also

#### SKILLS

- ORGANISATIONAL SKILLS
- ABILITY TO WORK IN A TEAM
- COMMUNICATION SKILLS
- NUMERACY



need excellent customer service skills, flexibility, good organisation and a high problem-solving ability.

ypes of jobs can vary from air cabin crew, to vehicle driver, to supply chain manager. Some of the biggest employers in the sector include road services like Addison Lee or Arriva, airlines or airports like Easyjet or Heathrow, train companies like Network Rail, ferry services like P&O, or postal and courier groups like DHL or Fedex.

- TOURISM AND HOSPITALITY
- BUSINESS STUDIES
- ENGINEERING
- SOCIAL SCIENCES

ost aspects of our lives come under the remit of law, whether it be criminal cases, house purchases or contract negotiations. Laws are there to confirm in writing what should and should not be done in a variety of scenarios. Lawyers must choose the area of law that they want to specialise in, and that choice will have an impact on their studies and the path of their career development.

#### **SKILLS**

- STRONG KNOWLEDGE OF THE INDUSTRY
- EXCELLENT COMMUNICATION SKILLS
- AWARENESS OF POLITICS & CUR-**RENT AFFAIRS**



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- LEGAL APPRENTICE
- ADMINISTRATION
- LEGAL SECRETARY
- PARALEGAL
- SOLICITOR

- BARRISTER
- **RESEARCH ASSISTANT**
- LEGAL ADMINISTRATOR
- LEGAL ASSISTANT



lthough laws differ around the world, A English law is the most popular choice for commercial contracts and is used in around 40% of global corporate arbitrations.

ot all roles in the legal sector involve being a barrister or solicitor. Whilst a law degree is desirable for most positions, including paralegal and legal secretary positions, many other opportunities in administration and legal support don't require specific qualifications or experience.

- LAW
- SOCIAL SCIENCES
- POLITICS
- ENGLISH



## HR & RECRUITMENT

R and recruitment functions are central to most businesses and organisations. These areas are similar in that they both deal with staffing and employment. However, recruitment is mostly concerned with gaining new contacts, maintaining relationships and selling recruitment services, while HR is usually more administration and support-focused.

hough these industries make up just 1% of the UK's workforce, there are roles available in nearly every organisation. These roles include staffing management, client services

#### SKILLS

- INTERPERSONAL SKILLS
- GOOD COMMUNICATION SKILLS
- ABILITY TO WORK IN A TEAM
- ORGANISATIONAL SKILLS



## **ROLES** IN THE SECTOR

- BENEFITS ADMINISTRATOR
- HUMAN RESOURCES
  OFFICER

Curriculum Vitae

- TALENT ACQUISITION
  MANAGER
- ORGANISATIONAL
  DEVELOPER

- HR ADVISOR / EXECUTIVE /
  ASSISTANT / COORDINATOR
- RECRUITMENT CONSULTANT
- ACCOUNT MANAGER
- TALENT DEVELOPMENT EXECUTIVE

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t larger organisations, HR and recruitment duties usually stay in-house at head offices across the country. As such, there are great entry opportunities at companies like Centrica, Network Rail and Nestlé, but there are also dozens of excellent HR and recruitment firms that offer entry schemes to driven and ambitious candidates.

### DEGREES

- BUSINESS STUDIES
- BUSINESS MANAGEMENT
- HUMAN RESOURCES
- ENGLISH
- SOCIAL SCIENCES
- PSYCHOLOGY

#### **RESOURCES:**

www.recruitingtimes.org www.recruitmentbuzz.co.uk www.personneltoday.com www.recruitmentgrapevine.com

# RESEARCH

he science and research sector is extremely wide-ranging, covering everything from pharmaceuticals, electronics or academia to cosmetics, food production, ecology or even teaching. There exist in excess of 4,000 companies recruiting in this industry, generating an annual revenue of £50billion or more.

#### SKILLS

- ANALYTICAL SKILLS
- ORGANISATIONAL SKILLS
- GOOD COMMUNICATION
- NETWORKING SKILLS
- ABILITY TO WORK IN A TEAM
- RESEARCH SKILLS



- RESEARCH ANALYST
- SALES
- LABORATORY RESEARCHER
- ENGINEERING
- IT

- MARKETING MANAGER
- HR
- SOCIAL MEDIA MANAGER



o work in pure scientific research, a science degree is usually required. However, for other jobs in the industry, even when working for a science and research-based company, this isn't always the case. A 2:1 degree in a semi-related subject is, however, generally useful.

- SCIENCES
- ENGINEERING
- IT
- BUSINESS MANAGEMENT
- EARTH SCIENCES

## THE ANALYTICS SECTOR

## **ROLES** IN THE SECTOR

- DATA ANALYST
- DATA SCIENTIST
- DATA ARCHITECT
- STATISTICIAN
- DATABASE ADMINISTRATOR
- DATA MANAGER
- BUSINESS ANALYST

• MARKETING (tracking traffic to a website,

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- SALES (demographics about customers,
- FINANCE (tracking revenue, revenue against targets)

R oles in the analytics sector tend to refer to data collection and the discovery, interpretations and communication of meaningful patterns within it. It's an essential aspect to the clear majority of businesses, who need this information to make smart business decisions and boost their ROIs (return on investment).

s more and more business is now conducted online, it has never been easier to accumulate vast amounts of data on customer behaviour. In order to make that harvested data meaningful, companies rely on

#### SKILLS

- HIGH DEGREE OF LOGICAL THINK-ING ABILITY
- RELEVANT COMPUTER PROFICIENCY
- ORGANISATIONAL SKILLS
- GOOD COMMUNICATION
- AWARENESS OF INDUSTRY
  DEVELOPMENTS



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statisticians and analysts to pinpoint patterns and work out ways to improve their operations and make best use of the information they have gathered.

ost jobs in the analytics industry will be 'behind the scenes' and are perfectly suited to those who enjoy number crunching and solving problems. Analytics jobs exist in-house as well as in big data agencies. Big data agencies might work with a number of companies to analyse their data but they are often specialised to a particular sector.

- MATHS
- COMPUTER SCIENCES
- SCIENCES
- BUSINESS MANAGEMENT
- ACCOUNTANCY
- MEDIA

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