



Commonwealth Scholars Training

Transitioning to a career: mapping opportunities

AccessEd

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Welcome to today's workshop

Zoom Housekeeping:

- Please ensure you are **muted** if you are not speaking to the group
 - We will pause for questions as we go
 - If you are having connectivity issues, please try turning off your camera during the presentation; these can be turned on during discussion sections
 - If you have any technical issues please privately message Sharmin in the chat
 - If you have questions as we go feel free to post in the chat or come off mute
 - For breakout groups, we encourage use of your camera if possible!
-

AccessEd: Who are we?



- AccessEd is a non-profit organisation committed to supporting postgraduate researchers in their professional development and university access programmes to increase social impact globally.
- AccessEd has expertise working with international students and social enterprises, as well as delivering courses in transferable skills for the 21st century. AccessEd bridges the gap from education to the professional and public sectors.



Introduction to your trainer

Dr Rajbir Hazelwood



Universities and Higher Education



Non-profit social impact organisations



Public engagement and post-/alt-ac

Session learning outcomes

You'll leave knowing:

Which sectors and job roles are common for researchers transitioning from academia

What type of roles your strengths would make you good at

How 'skills' might be referred to in job roles

What are some typical job roles you might expect in the professional workplace

Where to find jobs

Tips for writing CVs and Cover Letters

Session learning outcomes

You'll leave being able to:





Why transitioning to a career training?

This training is good for researchers who:



Plan on transitioning from research to a professional career



Want to put their skills and knowledge to use outside of academia



Would like to know more about the immediate next steps in looking for jobs



Want some tips on career progression opportunities outside of academia

Ice breaker



Introduce your name, one line on your research and what you hope to learn today about transitioning to a career!



What are the benefits of a non-academic career?

- Specialist knowledge / techniques can be used in industry
- Use entrepreneurial skills
- ‘Climb the career ladder’
- Can be a more stable and secure career choice
- Work-life balance considerations
- More competitive salaries / potential for pay rises
- Could have more direct societal impact
- Experience different types of positions throughout career





Career paths and sectors

Finding your interests



Career paths



- 1 Career paths can be highly varied! Rarely linear...
- 2 Never too early to consider areas/organisations of interest
- 3 We'll focus on longer-term career areas
- 4 Understand what immediate jobs may be of more interest

Career paths



Consulting

McKinsey, Alacrita, BCG, KMPG, PA Consulting, Keypath Education, PwC, Wawa Consulting...

Policy

government departments, Cancer Research UK, Greenpeace...

Law

Marks & Clerk, Allen & Overy, Bird & Bird, AA Tejuoso & Co., Kochhar & Co. Sibanda & Zantwijk...

Media, Communications & Outreach

BBC, Nature, EMBL, TI Media, ABP Group, South African Broadcasting Corporation, The Vision Group...

Publishing

Nature, The Royal Society, Pearson, SAGE Publications India, Afram Publications...

Charities/NGOs

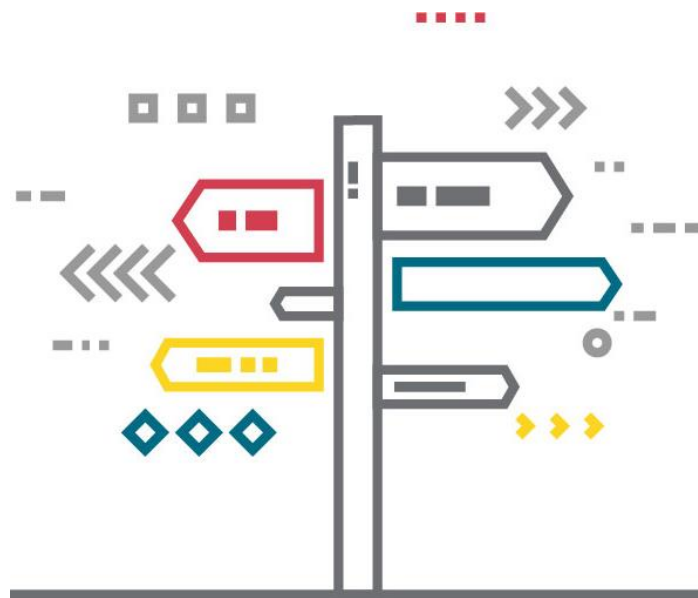
British Heart Foundation, WWF, National Trust, Save the Children, Muwakhat Foundation, Against Malaria Foundation...

Finance

Barclays, JP Morgan Chase, Cholamandalam, Al Meezan Investment Management, UT Bank Ghana...



Education

any schools and universities



Strengths for careers



If you're good at...	You might like...	
analysing large amounts of data	consulting, industry research, policy advising, finance	
communicating your research	teaching, science communication, public outreach, television production	
organising yourself and others	research and university administration, teaching, charity/NGO sector, public outreach	
Writing, synthesising and giving presentations	publishing, law, science communication, media sector/journalism	

From production of television programmes to event planning for science outreach or public engagement events

- Requirements
 - excellent written and oral communication skills
 - ability to present complex information simply
 - great organisational skills

Organisations: BBC, Nature, EMBL, TI Media, ABP Group, South African Broadcasting Corporation, The Vision Group...



- Consulting firms give an outside perspective
- Often hire technical roles
- Consulting firms can be specialised: management, higher education, technical

Tasks

- obtain an in-depth understanding of the field
- analyse trends
- offer advice on best course of action

Requirements

- excellent analytical and problem solving skills
- experience of working with large data (desired)

Organisations: McKinsey, Alacrita, BCG, KMPG, PA Consulting, Keypath Education, PwC, Wawa Consulting...



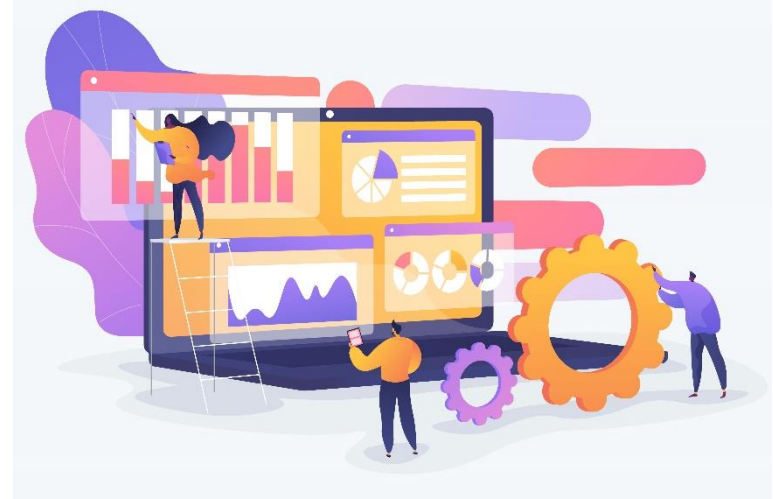
Tasks

- researching how national issues are addressed by society
- reporting on current issues in diverse fields through written and oral statements

Requirements

- excellent written and oral communication skills
- ability to work with large amounts of data
- great research and analytical skills

Organisations: UK government departments, Cancer Research UK, Greenpeace...



Example STEM careers

Medical communication specialist



- **Tasks:** develop medical and healthcare related communication, organise, edit and present information to different audiences
- **Skills:** excellent written communication skills, organisational skills
- **Employers:** government departments, public health organisations

Market research analyst



- **Tasks:** gain a complete understanding of the commercial landscape associated with a specific technology or sector and identify differences and advantages between technologies or products
- **Skills:** analyse large amounts of information (maths and computer skills)
- **Employers:** consulting firms, most large corporations

Example Humanities/Social Sciences careers

Secondary school teacher



- **Skills:** organisational and presentation skills, in-depth knowledge in humanities areas
- **Tasks:** opportunity to teach a wide range of students across a variety of subjects (e.g. English, Social Science, History...)

Industry researcher



- **Skills:** strong qualitative and quantitative research experience, communication and presentation skills, ability to work with large amounts of data and information
- **Tasks:** conducting in-depth research and disseminating it to a wide range of audiences
- **Employers:** Think tanks, research centres, most medium to large private organisations

Example STEM careers

Business development manager

- **Tasks:** develop new business opportunities, manage existing products, develop market strategies, build business partnerships, use scientific knowledge and analytical skills to forecast revenues, profits and losses
- **Skills:** analytical, problem solving, organisational, communication and presentation, project management and networking skills
- **Employers:** large companies in public, private and charity sector

Competitive intelligence analyst

- **Tasks:** gather information about products that competing companies are developing and analyse how they will affect the market, contribute to strategic marketing decisions
- **Skills:** scientific and technical knowledge, information gathering skills, ability to analyse large amount of data
- **Employers:** specialised competitive intelligence firms, large companies



Example STEM careers

Management consulting

- **Tasks:** recognise potential problems for the company, design unique strategies to deal with them
- **Skills:** strong technical knowledge, troubleshooting, problem solving, communication and leadership skills
- **Employers:** consulting firms, many companies

Example Humanities/Social Sciences careers

Government policy advisor

- **Tasks:** inform the government how to approach sensitive issues, write policy, create social change
- **Skills:** in-depth knowledge of particular cultures, languages, historical events, research experience
- **Employers:** governmental departments

Not-for-profit officer

- **Tasks:** write grants, conduct research, fundraise, develop programmes
- **Skills:** research experience, presentation and communication skills, excellent writing skills
- **Employers:** wide range of organisations in education, health, religion, arts etc. – charities, foundations and institutes



Example Humanities/Social Sciences careers

International development roles

- **Tasks:** policy development and analysis, communications, sponsorship, international relations
- **Skills:** in-depth knowledge of cultures, history and modern languages
- **Employers:** international development organisations (e.g. United Nations)

Understanding what's important to you



What's important to each of you? Is it a mix? Does it change over time?

- Staying close to your area of subject expertise but open to job role?
- Staying close to your practical strengths ?
- Gaining experience at a well-respected institution or organisation?
- Gaining experience in a specific job area to excel in that area?
- Decent wages/salary?
- Transferable experience to your 'next step'?
- Work-life balance?
- Job satisfaction overall?



Tip: you still might need to look at your 'less-ideal' job to get to the ideal job! EX: working as a data assistant before moving to a policy team...

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Group discussion: Understanding what's important to you



- What roles are you considering outside of academia and how do they fit what's important to you?
- Will you be trying to gain experience in the UK? If not, where will you be applying?
- If you've started looking at future careers or jobs, what questions have come up so far?





Break





How to identify and apply for jobs



Identifying job roles: where to start

1 Job role terminology varies in different countries

2 Compare similar jobs in the UK versus abroad. How do they differ?

3 Research an organisation's existing team to understand where the job role fits

4 Seniority of a role may not always be apparent in a job title





Typical job roles you might expect in the workplace

Senior Positions examples

Chief Executive
Chief of Operations
Finance Director / CFO
HR director
Director of Research
Head of
Marketing/Marketing
Director
Chief of / Head of Sales
Strategy Director

Middle management examples

Head of Finance / Head of
Accounts
Operations manager
Policy and public affairs
manager
Marketing manager
Partnerships Manager
Project Manager
Purchasing Manager
Strategy Manager
Facilities Manager

Junior role examples

Strategy Associate
Policy Associate / Officer /
Executive
Sales Associate
Office Manager
Project Officer / Project
Assistant / Project Executive
Administrator
Marketing assistant
Finance officer

Understand your transferable skills

Technical/'hard' transferable research skills

Data analysis

Proposal writing

Managing projects

Managing or
coordinating
teams/projects

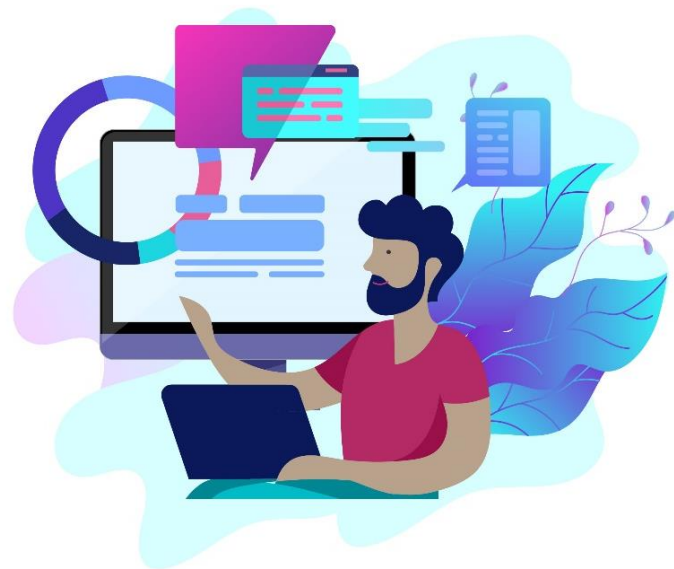
Specific subject
knowledge
("landscape")

Presenting and
pitching ideas

Practical coding,
graphic design
or data
management tools

Budgeting and
managing project
finances

Comfort with new
technology;
common software
suites



Talk about these in your CV or Resume – practical examples

Understand your transferable skills

Professional/'soft' transferable research skills

Time management

Critical analysis of
issues

Managing sensitive
relationships

Conveying complex
information simply

Ability to manage
senior relationships

Persuading and
negotiating

Adaptable and
responsive to
team needs



These are often conveyed in your covering letter and an interview. Limited space means you need to prioritise your message!

Group discussion: Your transferable skills



Think of a role that's of interest and the typical skills associated with it:

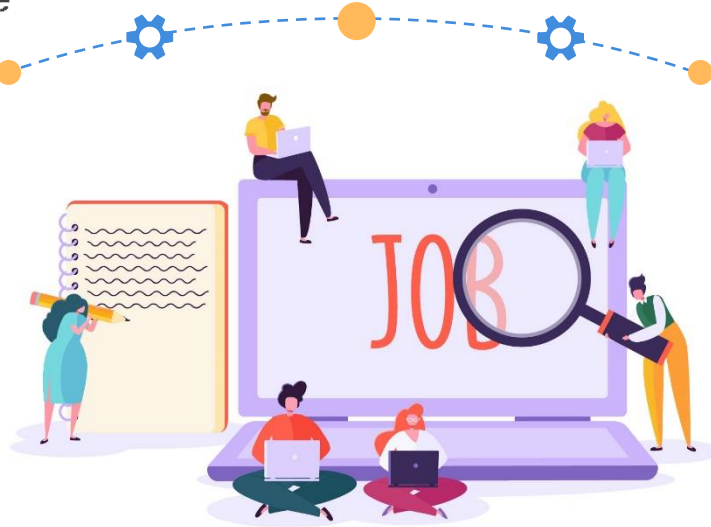
- Which of the skills just discussed will be most valuable for the sort of roles you would want to get?
- What other skills do you have that are valuable in delivering a non-academic job role?



Interpreting Job Adverts

Part of mapping your skills and strengths to a job will be effectively interpreting their language

Jobs that focus on capabilities over responsibilities might have a broader remit ('all rounder')



Language can seem coded; take time to understand what they are asking then understanding its importance based on its prominence

Be clear about the genuine level of experience needed – don't waste your time!

Interpreting Job Adverts

Part of mapping skills and strengths to a job advert is effectively interpreting language

Excellent written and oral presentation skills in English = well adapted to UK-style of English and formality; proper grammar and understanding of style

Entrepreneurial Spirit = proactive and will be able to identify and seize opportunities; might have less managerial support

Sound business judgment/Good judgement = able to quickly assess and recognise what's important to success in a situation and make a decision in the way that benefits the organisation



What examples do you have of having to 'decode' or interpret language in previous job adverts?

Writing a cover letter

research the company and the role

- company's website, social media (Twitter, LinkedIn...)
- find the right person to address the cover letter to

catch the hiring manager's attention early

- your first two sentences should be clear and direct
- if you have a connection to the company or someone who works there mention it as early as possible

emphasise your personal value

- show them how you can help solve problems

convey enthusiasm to show personality

- show them why you want the position but stay authentic!

keep it short

- under a page – but even shorter is better

Example CV

- UK
- Total 1 pages
- Short due to career and qualification type
- Clear emphasis on work history

ZARA BOND

64 DUNSTAN CLOSE, BRISTOL BS35 3QK 079123456789 Z.BOND@EXAMPLE-EXAMPLE.CO.UK



PERSONAL STATEMENT Dependable accounting professional acknowledged for reliability, integrity, and quick-learning ability. Highly skilled with eye for identifying and correcting errors. Enthusiastically seeking role in which strong work ethic and resourceful nature will be highly valued.

WORK HISTORY

JUNE 2015 -CURRENT

Accountant | Happy & Chaps Bristol | Bristol

- Completed month and year-end close procedures and reconciled all bank accounts.
- Created and implemented procedures and best practices for bank reconciliation process and completed balance sheet reconciliations.
- Generated and presented monthly financial statements to senior management.

APRIL 2009-MAY 2015

Accountant | Lovely Lunches Bristol | Bristol

- Analysed files and accounts for discrepancies and resolved variances.
- Collected and reviewed employee, department, and company-wide financial information.
- Worked on financial filing and assigned footnotes to annual report.

SEPTEMBER 2003-MARCH 2009

Trainee Accountant | James & Whittington Bristol | Bristol

- Maintained accurate and complete documentation for all financial department procedures.
- Completed financial reports to inform managers and stakeholders.
- Evaluated employee expense reports and verified accuracy.
- Processed payroll for approximately 60 total employees.

SKILLS

- Documentation and reporting
- Generally accepted accounting principles
- Payroll oversight
- Invoicing and collections
- Month-end reports
- Budgets and forecasting
- Expense reports
- Self-motivated professional
- Strong communication skills
- Data trending knowledge

CERTIFICATIONS

- ACCA, 2013
- ACA, 2009

EDUCATION

2003

Bachelor of Science : Accounting & Finance
University of Bristol, Bristol

Example CV

- Singapore
- Total 2 pages
- Highlights experience and education
- UK-style

Flat 11, Floor 8, Gardenia Building
3 Babington Path
SINGAPORE 546080
t.choi@sg.email.com



TOM CHOI

CAREER OBJECTIVE

As an ambitious and dedicated accountant, my professionalism and accuracy have led to significant savings in the companies I have worked for. I am eager to contribute to larger scale projects and manage a successful client portfolio at your organisation.

KEY SKILLS

- Proficient in completing tax statements and returns for small and large businesses in accordance with the Inland Revenue Department (IRD)
- Strong knowledge of Intuit QuickBooks
- Ethical Accountants Asia Junior Board Member (2011)
- Institute of Singapore Chartered Accountants (ISCA) member (2009)
- ABSS certified (2007)

WORK EXPERIENCE

Internal Auditor
Collective Capital Limited
2009 – 2015 | Singapore 408600

At Collective Capital Limited I am responsible for monitoring company assets and analysing complex data sets to maximise profits and shareholder value.

- Develop and maintain accounting systems and procedures in accordance with national law and industry best-practice
- Provide detailed analysis and reports on allocation of capital
- Independently managed presentation and distribution of financials at all Executive and Board meetings in the 2009 – 2012 period
- Forecast spending and budget requirements according to local and international market trends
- Maintain strong relationships with banks and key investors
- Responsible for refining reporting process, reducing costs by 37% and time investment by 11% in first two years

Graduate Accountant
PTP Accounting
2005 – 2008 | SINGAPORE 308215

Example CV

- Singapore
- Total 2 pages
- Highlights experience and education
- UK-style



At PTP Accounting I worked in the finance team to budget and forecast annual spend for three small retail clients, assisting with quarterly and yearly account consolidations.

- Became familiar with accounting software and practice management techniques
- Managed relationships and reporting requests with three retail clients
- Developed thorough understanding of Singapore Monetary Authority function and policy
- Participated in PTP Accounting's inaugural Financial Research Network Retail Review, the results of which were presented at the Asian Accountants Conference 2007

EDUCATION

Masters of Finance
National University of Singapore
2005 – 2007

Awarded the International Federation of Accountants (IFAC) Innovation scholarship for thesis on global accounting project

BBA Business Economics
Singapore Management University
2000 – 2004
First Class Honours

REFERENCES: Available upon request

Example CV

- Malaysia
- Total 6 pages
- Outlines all accomplishments, awards and placements in detail

CV Fong Wan Heng

CURRICULUM VITAE (CV) of FONG WAN HENG



PERSONAL INFORMATION

Name : Fong Wan Heng
I/C No. : 811130-13-5288
Citizenship : Malaysian
Date of birth : November 30, 1981
Place of birth : Kuching, Sarawak, Malaysia
Marital status : Single
Permanent address : 390, Taman Chung Nion, Batu 4, Jalan Penrissen, 93250 Kuching, Sarawak, Malaysia.
Home telephone : 082-454903
Home address : 02-169, Block M4, Melana Apartment, Jalan Pendidikan 1, Taman Universiti, 81300 Skudai, Johor, Malaysia.
Current telephone : 07-5212928
Office address : Ibnu Sina Institute for Fundamental Science Studies, Faculty of Science, Universiti Teknologi Malaysia, 81310 UTM Skudai, Johor.
Office telephone : 07-5536022
Handphone No. : 012-8801875
E-mail : fwh@ibnusina.utm.my, fwheng@yahoo.com

EDUCATION BACKGROUND

PhD (Mathematics), November 2004 – March 2008,
Universiti Teknologi Malaysia, 81310 UTM Skudai, Johor, Malaysia.
Thesis: Mathematical Modelling of Splicing Systems.

M.Sc. (Mathematics), July 2003 – October 2004,
Universiti Teknologi Malaysia, 81310 UTM Skudai, Johor, Malaysia.
Dissertation: Some Characterizations of Groups of Order 8.
CPA : 3.86

B.Sc. (Industrial Mathematics) with honours, May 1999 – June 2003,
Universiti Teknologi Malaysia, 81310 UTM Skudai, Johor, Malaysia.
Final year project: Applications of Group Theory in Physics and Chemistry.
CPA : 3.94

PROFESSIONAL MEMBERSHIP

Malaysian Mathematical Sciences Society (PERSAMA), Lifetime Member.

WORKING EXPERIENCE

1. Industrial Training

Employer: Telekom Malaysia Berhad, Kuching, Sarawak.
Dates employed: 11th March 2002 – 17th May 2002.
Duties:
i. Understanding the operation of Telekom Malaysia.
ii. Understanding the various equipment of Telekom Malaysia.
iii. Receiving & classifying phone calls regarding telephone faults.



Writing a CV – The basics



CV or 'resumes' vary by country often or region.

Your prospective employers will use your CV to get a few key facts about you **at a glance** – “skimming”!



Writing a CV in the United Kingdom...



- Your personal details: name, address, phone number and email – you do not need to include age or a picture of yourself
- Your personal statement: up to 5 sentences to describe...
 - *who you are*
 - *why you are a good fit for their company (tailor to each job)*
 - *what you can bring to the table (identify key skills)*
- Your employment history: start with the most recent and describe...
 - *what your tasks were (keeping in mind the job description you're applying for and emphasising what may be of relevance)*
 - *how your work has influenced the business*
 - *use active language – say 'I developed' instead of 'responsible for development'*

Writing a CV in the United Kingdom...



- Your education: be precise and brief
- Further qualifications: list any additional skills such as language skills, awards and memberships or training
- Keep it short! Your CV should be no longer than 2 pages
- Proofread it: typos will land you in the bin!



Writing a CV Generally



- Remember: there are many online resources to help guide you on what is accepted practice in a country or industry
- You may need to draft different versions that are for the main types of roles you are applying for
- Always have a friend, family member or professor look over a CV for any errors. Check if they agree it matches with the jobs you are applying for
- Make sure the final submission fits what the employer has requested! Sometimes it's a portal application and no CV at all...

UK – Using job boards to look for jobs

Indeed, Reed, Monster, TotalJobs, CV library, Guardian Jobs, Glassdoor, LinkedIn and many more!

- + some offer positions across many sectors, some are more niche
- + you can search by job title, skill or other keywords
- + give you an idea of how much a given company is hiring at the moment
- + gives an idea how roles are broken down by pay / job title as you search



UK – Using recruitment agencies to look for jobs

Adecco, Impellam Group, Hays, Reed, Airswift and many more!

- + match you with employers who are looking for your set of skills
- + can negotiate the best package (e.g. your desired salary) on your behalf
- + many have long standing relationships with employers



Looking for jobs as a researcher



- University careers services
- Blogs and info boards
 - e.g. Naturejobs, Science Careers, ResearchGate, Mendeley...
- Your professional network (past lab members and colleagues, alumni from research programmes...)



Using your network to look for jobs

Twitter

LinkedIn

Facebook

Email trusted colleagues or advisors!

- + you can network while searching for jobs
- + by keeping your LinkedIn profile up to date, you also help establish your social brand
- + makes you more visible – you can find and be found by employers and head-hunters worldwide
- + you can apply for advertised roles more quickly and easily





CVs and Cover Letters: Q&A !

Tips on writing CVs,
Cover letters, and what most employers look for...
what questions do you have?



Breakout room activity: job description

Looking at the job description that you have brought to the session, discuss the following points in your breakout room before feeding back to the group.

Each take turns very quickly describing the role title, organisation and duties to your peers:

- What researcher skills are most directly applicable to this role?
- How do your personal strengths map to the different requirements of the job?
- What would you include in your cover letter?
- Is there any language you don't understand what they mean/who they are looking for?

Give each other advice and bring back any big questions to the group reflection.



What to expect with job rejections

It may take a while to get a response

- always have a plan B – it will help you wait and deal with a possible rejection



You may not find a satisfactory answer as to why you were not hired

- ask for feedback but expect that you may not get any
- sometimes it's about your interviewer's gut feeling

Rejection stings

- quiet negative thoughts
- resist the urge to trash talk
- accept it as a necessary part of life

It may have been out of your control

- there may have been a favoured internal candidate
- the company's preferences may not have been clear in the job description

Practical tips for dealing with job rejection



- **ask for feedback as you apply:** show employers commitment to self-development
- **review and reflect:** what went well? what could have gone better?
- **identify learnings:** are there recurring problems?
- **build a personal development plan:** how can you address the issues you identified?
- **be realistic and stay positive:** there may have been a more qualified candidate
- **build resilience:** stay constructive and see it as an opportunity to learn
- **thank them anyway:** keep the door open for future opportunity!

Transitioning from researcher to a career

Useful points to remember when you start the search:



1

It can be a numbers game; anticipate putting in many applications

2

Tailoring your application matters; it's noticeable to employers if not

3

Most want to know you have 'staying power' and you're a good fit

4

Don't forget to do your research; genuinely understand the work

5

Let people know you are looking, especially your network!

Transitioning from researcher to a career

Some of the changes and challenges you might face once in-role...



1

knowing how high to aim in your job search

2

less autonomy as you get started

3

more collaborative atmosphere

4

you will have an actual 'boss' who has final say

5

you might be expected to work faster than you're used to

Transitioning from researcher to a career

Some of the changes and challenges you might face are...



6

you may not always be able to do as much background research as you would have liked

7

you may spend a lot more time in meetings than you'd like

8

your career path may seem less clear-cut and linear

9




there will be more standardised processes and rules

10

your work might often be heavily edited by your team before use



Final tips on transitioning from academia

-  identify your goals and interests before you start looking for jobs
-  identify your skills early and work to gain skills you think will be useful for applying
-  create a professional network and use it to find job postings and to get referrals
-  For your CV, find someone with industry experience to check yours
-  practice interviews ahead of time; they are different from academic positions
-  accept that it's going to be a change that will require an adjustment period

Interested in more?

Blogs/articles:

- <https://www.findaphd.com/advice/doing/phd-non-academic-careers.aspx>
- <https://researchstudentcareers.wordpress.com>
- <https://versatilephd.com/phd-career-finder/> (based in North America but relevant in many countries)
- <https://thinkaheadsheffield.wordpress.com/category/careers-beyond-academia-sheffvista/> case studies
- EXAMPLE CVs: <https://bit.ly/32bhgbA> (Nottingham Uni)

Humanities:

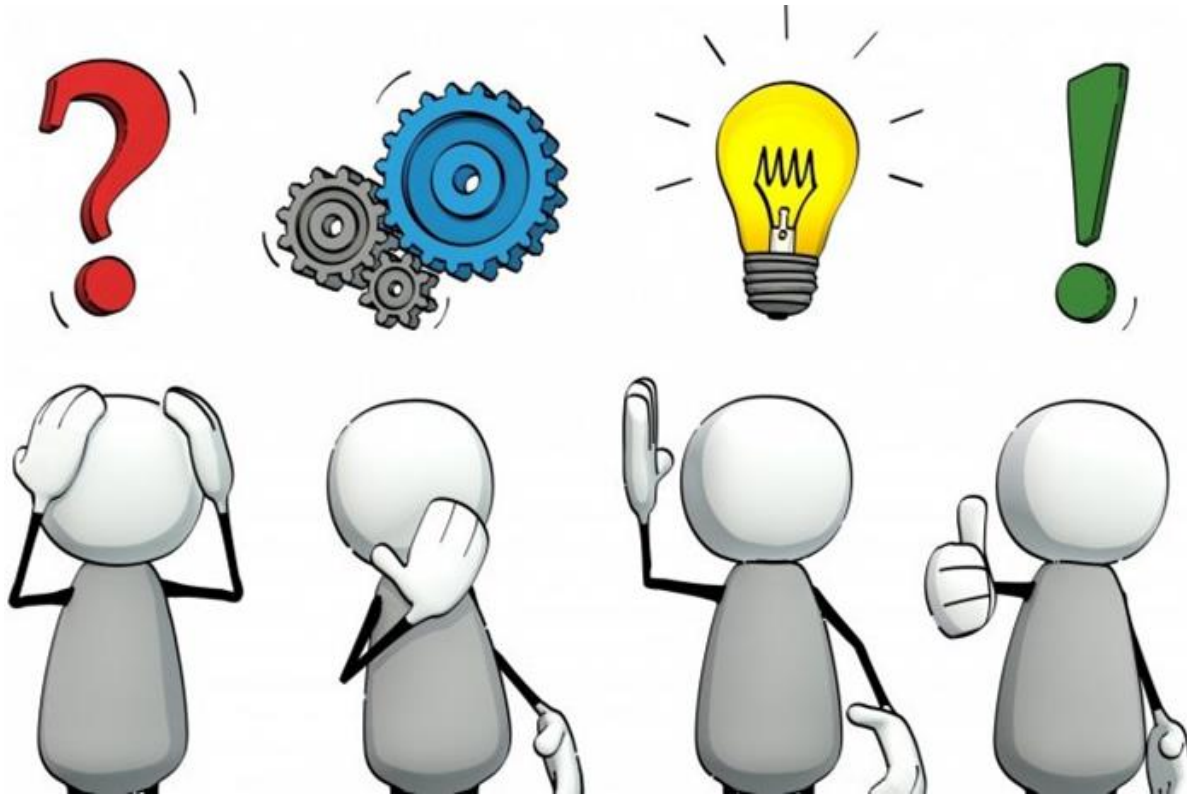
- <https://cheekyscientist.com/career-opportunities-for-humanities-phds/>

STEM:

- <https://cheekyscientist.com/top-10-list-of-alternative-careers-for-phd-science-graduates/>
- <https://www.careers.ox.ac.uk/science-alternatives/>
- <https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors>
- <https://naturalscience.careers/job-portals-for-scientists/>
- <https://www.jobs.ac.uk/media/pdf/careers/resources/10-career-paths-for-phds.pdf>



Reflections





Thank you & Evaluation form

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