Job Title: Employability Education Manager (Maternity cover)

School/Department: Careers and Employability Service

Job Family and Level: Administrative, Professional & Managerial Level 5

Contract Status: Fixed-term for a period of 9 months

Hours of Work: Part-time (25.38 hours per week)

Location: Any UK campus

Reporting to: Deputy Director, Careers and Employability Service

Purpose of the Role:
This role will have specific responsibility for the strategic development, management and delivery of employability provision that falls outside of faculty area provision. This provision will be directly related to the needs of students and recent alumni who are engaged with cross discipline initiatives, typically offered in partnership with other UoN professional services (including, but not limited to: CARO, WP, LRLR, International Office, UoN Sport) or the Students’ Union (SU). This will potentially include CEIAG activities, employer engagement, event organisation, mentoring and placement support. The focus is on developing innovative solutions to meet student, partner, and employer need in a joined up way.

The role will require liaison at a senior level with Professional Services representatives, and colleagues from partner organisations, such as the SU. With the Deputy Director, the post-holder will take a pro-active approach to agreeing key objectives for specific projects and partnerships and subsequently monitor the impact and effectiveness of these.

The post must be especially focused on outcome driven provision and use graduate destination data to inform resource needs. This will require negotiation with a variety of different colleagues and partners and a clear understanding of the main objective – supporting student transition out of University.

This is a role that will set the agenda for the Employability Education Team and seeks to innovate to benefit our clients and exceed expectations of the students, the university, professional services colleagues, external partners and employers. To achieve our desired aims the post holder will need to demonstrate flexibility, leadership and entrepreneurial flair in engaging across the stakeholder groups. The role will require regular evening work during peak periods, occasional early morning and weekend work from time to time. It will also require occasional travel around the UK.

The successful post holder will be expected to drive collaborative and effective partnerships right across the University.

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<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td>1. <strong>Strategic Development, leadership and vision</strong></td>
<td>25%</td>
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<td>• To provide the university with a specialist point of reference and contact for all employability matters relating to non-faculty, cross discipline initiatives, taking ultimate ownership of all Careers and Employability Service activity offered in partnership with other UoN professional service areas and the SU, but seeking to encourage</td>
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others to engage at all levels. This could include the reallocation of activity dependent upon output and need as informed by DLHE and other data.

- To engage with senior members of staff from other UoN professional service areas and the SU, through meetings and appropriate committees, to ensure a coherent vision of employability support and provision.
- To work across the whole team to ensure effective programmes are in place to support transition out of University; marshalling resources and expertise and encouraging ownership at appropriate levels within the Employability Education Team in order to support other UoN professional service areas and the SU and to engage with the Careers and Employability Service centrally.
- To devise and deliver long term strategic plans and objectives for areas of responsibility, identifying individual responsibilities for team members and encouraging them to do the same.
- To identify trends affecting relevant groups of students or graduates and their employability and to liaise with the Service Statistics Team to acquire and report on any relevant data—using the data to inform delivery and advise the team on patterns and areas to address.
- To provide regular reports to the Careers and Employability Service Leadership Team, via the Deputy Director, to ensure that strategic objectives are agreed and consistent with the overall Service strategic plan and specific objectives are met—supporting and assisting colleagues in meeting those plans.
- To contribute to other UoN professional service areas’ planning, central service planning and the preparation of management data and reports.
- To ensure that quality assurance systems are in place and monitored, in accordance with the Careers and Employability Service policies and procedures.

2. Cross discipline service provision and delivery

- To design, review and manage delivery of innovative non-faculty, cross discipline initiatives and the relationship between the key partners and the Careers and Employability Service, seeking to include other colleagues right across the University and externally (including employer engagement). This would include working with current students and alumni as well as supporting and advising colleagues in regard of employability and transition.
- To participate in the delivery of workshops, training, one to one career guidance and coaching, e-learning and other development activity and products (including hard copy information etc.) as appropriate, and to undertake relevant CPD activity to maintain and develop professional practice.
- To effectively review personal and team delivery in line with departmental policy and procedure. Engaging effectively and constructively with the wider service in this regard.
- To contribute specialist knowledge, expertise, and professional practice where appropriate in order to support faculty teams and cross team groups, particularly in regard to career development learning and learning technologies.
- To undertake relevant research and consultation activities in order to inform strategic delivery of non-faculty, cross discipline initiatives aimed at both current students and recent alumni.
- To identify cross-Service support requirements for activities, as appropriate e.g. careers fairs, placement support, web design etc. and to bring such request for support to the Leadership Team.
- To engage with student groups, societies and other representative groups to better support student engagement with the concepts of
career development learning and transition, seeking to help focus student innovation and drive in a positive and constructive way.

3. **Staff management and development**
   - Line management of team including all aspects of staff development, performance review, performance management and delivery to objectives.
   - Allocation of staff resource and review against specified objectives and other departmental targets; this would include being clear with other careers consultants on shared staff time to ensure the principle of transparency is maintained.
   - To ensure staff expertise is utilised effectively in meeting objectives to support key partnerships and projects; this would involve ensuring all staff in the team are supported in contributing new ideas, opportunities or helping with our engagement across the University.
   - Research and develop employability related development opportunities for colleagues across partner areas e.g. in-service training or conference attendance.
   - Contribute to the Careers and Employability Service CPD activities through regular briefings.
   - Be a member of the Consultants Group, led by the Deputy Director.

4. **Dissemination and communications**
   - With the team, to develop, internal marketing for events and initiatives.
   - To liaise with the service's Information and Communications Team over web page content and social media support for events and initiatives.
   - To work with the team to identify resource to support institutional marketing, open days and other recruitment activity, as required.
   - To author and disseminate reports and briefings related to non-faculty employability activities to key partners and to senior managers within the university, as appropriate.

5. **Contribution to the broader objectives of the Service**
   - To contribute to departmental strategy and delivery of broad aims associated with the service, including any other activity commensurate with the grade.
   - To support and engage with Service-wide initiatives and to ensure that Employability Education Team staff are similarly engaged and active in supporting the broad objectives of the Service.
   - To undertake external engagement/consultancy from time to time and engage with national bodies and other groups.
   - To take the lead for departmental projects, activities or areas as requested by the Leadership Team from time to time.

6. **Resource Management**
   - To be responsible for any dedicated budgets for non-faculty, cross discipline projects and activities.
   - To be responsible for deployment of staff resource to different teams and activities.
   - To make regular budgetary reports to the Careers and Employability Service Leadership Team.
   - With the Deputy Director, to seek out and bid for appropriate funding from government and external bodies, which will support and enhance the provision of non-faculty, cross discipline employability activities and more widely, within the Service.
   - To monitor the resourcing required for effective delivery of services to key partners and to raise any emerging deficiencies to the Service Leadership Team.

- Any other duties commensurate with the role and grade.
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<th>Knowledge, Skills, Qualifications &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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| **Qualifications/ Education**                 | • Good honours degree in a relevant discipline and recognised guidance and/or careers qualification e.g. MA CEIGHE, DipCG, DipCEIAG(HE), NVQ 4 Advice and Guidance  
**OR**  
• Recognised teaching qualification  
**OR**  
• Recognised/relevant recruitment, HR, or a staff development qualification  
**OR**  
• Substantial experience in managing graduate transitions into employment (e.g. graduate recruitment or development) in a commercial environment | • Postgraduate qualification in relevant discipline  
• Active member of appropriate professional bodies e.g. AGCAS, AGR, REC, CIPD | |
| **Skills/Training**                           | • To be skilled in using technological innovations to enhance the delivery of employability services and support student engagement, including social media  
• To show evidence of effective networking skills with employers to ensure that they engage as effectively as possible with the Service to deliver strategic and business aims  
• To be confident in the interpretation and use of graduate destination data, employment performance indicators, University and subject league tables and to seek to improve departmental and institutional performance  
• To demonstrate a creative approach to the continuous enhancement of active partnerships with UoN colleagues and partners to ensure the delivery of career management and professional skills within the curriculum, outside the curriculum or through co-curricular activities  
• To be able to advise key partners on the integration of career management, professional skills and an understanding of employer need, within projects and initiatives, and to propose means of monitoring its effectiveness  
• Tenacity and a desire to see things through in difficult situations with multiple stakeholders | |
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<th>Statutory/Legal</th>
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<td>- To be an outstanding ambassador, within the University, for the Careers and Employability Service and to project its aims and objectives effectively&lt;br&gt;- To demonstrate evidence of effective engagement with employers, leading to vacancies and other employment opportunities for students and graduates&lt;br&gt;- To demonstrate excellent and appropriate project management and consultancy skills to create products and services that enhance career management skills and help students and graduates get jobs e.g. creation of web content, delivery of virtual learning resources&lt;br&gt;- To demonstrate an understanding of career development learning and models of practice&lt;br&gt;- Ability to identify new opportunities and creative solutions, responding effectively to changing needs of a range of internal and external clients</td>
<td>- Knowledge of relevant legislation relating to employability e.g. data protection, disability support, recruitment practices</td>
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<td>- Substantial experience of working with students and graduates in Higher Education or graduate employment&lt;br&gt;- Substantial experience of successful negotiations associated with the deployment of resources or strategies&lt;br&gt;- To be an effective educator, using multiple and innovative delivery methods to teach career management skills and personal and organisational development to the full range of service clients&lt;br&gt;- To respond to or set and meet stretching targets for outcomes from delivery of careers and employability education, commercial activity and income&lt;br&gt;- Experience of working in a dynamic environment and through that the development of a ‘can do’ attitude</td>
<td>- Experience of working within a Higher Education Careers Service&lt;br&gt;- Experience of working in graduate recruitment&lt;br&gt;- Experience of delivering one-to-one and group IAG activities to students and graduates</td>
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