Role profile

**Job title**  
Employability Officer

**Job family and level**  
Administrative, Professional and Managerial Level 3

**School/Department**  
Careers and Employability Service

**Location**  
Jubilee and University Park Campuses

**Purpose of role**

To work in collaboration with Careers and Employability Service student facing and enabling teams to develop and deliver a consistently high level of service and professional standards. The role-holder will seek to actively contribute to the enhancement and promotion of employability activities. Working across the Jubilee campus, the Employability Officer will work as part of the Social Sciences and Sciences teams to deliver general high-level administrative support and will be encouraged to contribute to the development of new initiatives and developments. The role also involves some individual work with students and liaison with employers and so flexibility will be required to handle the variety of activities involved.

A central element of the role is to engage students in careers and employability services and events via various channels of promotion and liaison. The post holder will also arrange workshops, employer events, information presentations and work in collaboration with service colleagues, academic schools and the wider university community, to meet the challenges of the current careers and employability agenda and to support the future career success of students and graduates.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td><strong>Event planning and co-ordination</strong></td>
<td>25%</td>
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<tr>
<td>▪ Work in collaboration colleagues to plan and co-ordinate a wide range of different activities and events.</td>
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<td>▪ Organise and schedule all aspects of events – including daytime, evening and weekend events.</td>
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<td>▪ Market events and communicate opportunities to students using an appropriate method in order to maximise attendance including extensive use of social media; engaging with team members working on this agenda across the service.</td>
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<td>▪ Ensure attendance is effectively recorded at events.</td>
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<td>▪ Be available as a point of contact for external partners and employers during events.</td>
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<td>▪ Appropriately evaluate activity by capturing and analysing feedback to inform future events.</td>
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- Support the work of the Faculty team through the organisation of workshops, projects (e.g. sector research and information writing, and targeted opportunities)
- Consult with appropriate colleagues to formulate ideas for new events.
- Work collaboratively with colleagues and teams across the Careers and Employability Service.
- Work to develop shared approaches and practice between Careers and the Faculties with regard to event planning and activity.

**Student engagement**
Proactively promote the Careers and Employability Service and all university-wide and Faculty/Campus based employability activities and events through social media and technology.
- Liaising with the Information and Communications team to make best use of social media to reach out to students in the Faculty.
- In consultation with the Information and Communications team and the Faculty marketing staff, to use technology such as video, podcasts and other online learning tools to enhance the Faculty/Schools web sites.
- To engage students with the Nottingham Advantage Award programme and to link this to Faculty/School/Campus employability activity.
- To develop, with colleagues, new ways of engaging students e.g. working with student societies, SU using appropriate technology
- Harness the expertise of students and staff within the Faculty/Schools to create innovative solutions to issues of engagement.
- Using available platforms to ensure high quality, consistent publicity materials for the Faculty.
- Provide CV review appointments/query support to students on the Jubilee Campus.

**Administration**
Provide administrative support to facilitate the smooth running of employability related activity and inform future development.
- Work with colleagues across the service to ensure a joined-up approach to student attendance and evaluation processes joining different faculty teams where appropriate
- Maintain records of activities and record student participation to create shareable reports and insights for the team, service and faculty.
- Survey students and collate useful information to inform future developments and initiatives.
- Regularly engage with the members of the wider Careers and Employability Service to ensure a joined-up approach to delivery.
- Champion and support the use of information systems including My Career (CES’ online platform) within the Faculties

**Supporting employer activity**
Develop a good understanding of the purpose and rationale of employer-related activity. Working in a professional manner and projecting a professional image of the service, build strong working relationships with a range of external partners including employers, graduate recruiters, alumni, and professional bodies, in order to facilitate opportunities for students.
- Work alongside colleagues in the Recruiter Services Team to identify target external contacts in line with our strategic objectives and exploit appropriate networking opportunities to achieve this.
- Correspond with external contacts in a timely and professional manner in order to organise activities and bespoke projects, as well as source graduate vacancies, placements and internships.
- Proactively promote the range of opportunities available to employers and external contacts in order to connect with and recruit University of Nottingham students.
- Approach appropriate employers to secure funding and sponsorship to support specific programmes or projects.
- Make use of existing processes and procedures for recording, tracking and promoting employer and external contact activity to ensure that operational efficiency is maximised.
- Work to develop shared approaches and practice between Careers and the Faculties in relation to employer engagement.

### Identification and development of new initiatives

Identify and action innovative and engaging employability initiatives to benefit specific student groups.

- Creatively explore in collaboration with the team new opportunities that could either allow students to gain insight and understanding of the world of work, or help students in their transition to employment.
- Seek specific opportunities for collaborative employability focused activity with all Schools in the Faculty on campus. Explore how such opportunities may be progressed, build appropriate relationships to enable this, and take a proactive approach to getting projects started.

5 | Identification and development of new initiatives
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**Internal liaison**
To act as an ambassador for the Careers and Employability Service by forging productive close working relationships on the Jubilee campus

- Help maintain close working relationships with key academics, school managers, and professional staff on the Jubilee campus
- Liaise with other professional service areas, such as Campaigns and Alumni Relations Office, Students Union, and the International Office, to develop good working relationships and further opportunities for students.
- Support the work of Unitemps (the part time employment agency) on the Jubilee campus
- Contribute to working groups and committees as appropriate, and feed into university wide agendas, initiatives, and strategic objectives where appropriate

6 | Internal liaison
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Any other activity commensurate with the role.
### Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>▪ Excellent planning and organisational skills with the ability to work unsupervised and use own initiative.</td>
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<td>▪ A demonstrable understanding of the concepts underpinning career development in HE.</td>
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<td>▪ Excellence in handling change and responding to immediate and unplanned changes of approach or activity without any drop in service.</td>
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<td>▪ A demonstrable understanding of the employability agenda in HE.</td>
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<td>▪ Excellent interpersonal skills and the ability to communicate with a range of stakeholders effectively, confidently and with tact and diplomacy.</td>
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<td>▪ Excellent analytical and problem solving skills.</td>
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<td>▪ Diplomacy and the ability to work within occasionally conflicting local agendas whilst maintaining a focus on the final goal.</td>
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<td>▪ Excellent IT skills (word processing, spreadsheet and database packages, email and internet research).</td>
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<td>▪ Ability to prioritise and work to tight deadlines under pressure.</td>
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<td>▪ Ability to work to a high level of accuracy and detail.</td>
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<td>▪ Ability to learn quickly and play a proactive, supportive and flexible role across the University’s undergraduate and (on occasion) postgraduate careers and employability functions.</td>
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<td>▪ Ability to bring a high level of commitment and energy to a multifunctional role and the challenges of operating across multiple departments.</td>
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<td>▪ To be able to inspire and raise interest amongst target groups to encourage participation in events and activities as well as engagement in the principles associated with employability.</td>
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<td>▪ Excellent knowledge of social media and demonstrable excellence in achieving the most</td>
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<td>Knowledge and experience</td>
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| ▪ Significant experience of front line work in an environment with a strong customer service focus. 
▪ Experience of liaising with a range of stakeholders both internally and externally; especially employers with regard to graduate recruitment. 
▪ Experience of assisting with promotion/marketing activities. 
▪ Significant experience of coordinating or administering multiple projects/tasks and deploying resources and time efficiently, effectively and appropriately. 
▪ Solid experience in the collation, storage, analysis, and dissemination of information in a variety of forms. 
▪ Substantial successful experience of managing activities in a changing and dynamic environment – being able to respond immediately and effectively to changing needs and requirements. 
▪ Experience of successfully operating in a ‘can-do’ environment and demonstrable experience of encouraging others to work effectively – providing facilitative support to get the best out of colleagues. |
| Qualifications, certification and training (relevant to role) |
| ▪ HNC or HND, or equivalent qualifications/certification, plus considerable experience in a relevant role(s) or broad substantial relevant experience demonstrating general knowledge of the role and development through involvement in a series of progressively more demanding, relevant work. |
| Statutory, legal or special requirements |
| ▪ Knowledge of Health and Safety, Data Protection, and Equality practice. |

in using social media to encourage participation or engagement.

▪ Experience of working within Higher Education. 
▪ Experience of working with a global mix of students at undergraduate and postgraduate level. 
▪ Experience of liaising with graduate employers and/or professional bodies. 
▪ Understanding of the graduate recruitment calendar. 
▪ Awareness of and experience in meeting the graduate employability agenda. 
▪ Experience of delivering placement and internship opportunities. 
▪ Degree or equivalent
The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people**
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others