**Purpose of role**

We are seeking to recruit a highly motivated individual who will make a significant contribution to the development and management of Midlands Innovation’s Research England funded TALENT programme. The Technical Careers Manager will work across the 8 Midlands Innovation universities to enable the TALENT project – a £5M programme underpinned by £3M of funding from Research England.

This role will have specific responsibility for the strategic development, management and delivery of technical careers advice to the 2100+ strong Midlands Innovation technical community. Alongside this, the role holder will provide professional development opportunities to technical staff across the 8 universities.

This role will set the agenda for technical careers across the Midlands Innovation universities and beyond.

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<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tr>
<td><strong>Strategic careers development, leadership and vision</strong></td>
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<td>▪ To provide the Midlands Innovation universities with a specialist point of reference and contact for all technical careers matters, taking ultimate ownership of the careers and employability activity related to technical careers pathways and seeking to encourage others to engage at all levels.</td>
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<td>▪ To engage with senior members of staff within the MI universities, through meetings and appropriate committees, to ensure a coherent vision of technical careers support and provision.</td>
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<td>▪ To work across the whole team to ensure effective programmes are in place to support the provision of technical careers guidance, engaging with the TALENT Technical Training Programme and other TALENT workstreams.</td>
<td>35%</td>
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<td>▪ To devise and deliver long term strategic plans and objectives for technical career pathways across the MI universities.</td>
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<td>▪ To identify trends affecting technical careers and employability and to liaise with HR teams to acquire and report on any relevant data for the TALENT team and MI universities, using the data to inform delivery and advise the team on patterns and areas to address.</td>
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- To provide regular reports to the TALENT Leads and MI Director to ensure that strategic objectives are agreed.
- To create project plans for agreed activity and negotiate support from colleagues across the consortium.
- To ensure that quality assurance systems are in place and monitored, in accordance with the Careers and Employability Service policies and procedures.

### Provision and delivery

To design and deliver an innovative programme of technical careers guidance across the MI universities including:

- Participation in delivery of workshops, training, one to one, online work and other development activity and products as appropriate and to ensure effective review of delivery. Engaging effectively and constructively with individual institutions in this regard.
- Acting in a consultative role with MI colleagues to enable them to develop appropriate career development resources and programmes for the technical community.
- Contributing to Midlands Innovation university partner events, conferences, papers and project outputs.
- To engage with TALENT programme industry partners and other external stakeholders to better support engagement with the concepts of technical career development to help focus innovation and drive in a positive and constructive way.

### Professional Development

To lead and contribute to the professional development of the technical community through:

- Presentations, seminars and web-based events.
- Contributing to published articles in relevant literature.
- Supporting and engaging with the equality, diversity and inclusion initiatives within TALENT.
- Sourcing speakers for events with particular emphasis on professional and technical learning.
- Creation and writing of a range of guidance-based materials for technical staff on aspects of career development and accreditation.
- Keeping up to date with current guidance, research and national employability strategies for the technical community.
- Collaborating with colleagues across the partnership on the development of materials and programmes for VLEs and other e-based resources that support technical development.
- Responsible for ensuring that robust processes, systems and procedures are in place for the management of the TALENT careers operations, having regard to GDPR compliance.
- Ensuring that careers guidance and advice is compliant with the national quality standards, best practice and codes of conduct.
- Support the planning and delivery of the TALENT KPIs and outcomes.

### Stakeholder and relationship management

- To engage with TALENT programme industry partners and other external stakeholders to better support engagement with the concepts of technical career development to help focus innovation and drive in a positive and constructive way.
- Brokering and developing strong working relationships with a broad range of internal and external stakeholders. (For example, Professional Services and Technical Manager colleagues across the MI universities and external project partners).
- Support the development of a culture across the MI universities that promotes collaboration, team working, sharing of knowledge and best practice across the technical workforce.
- Promote the effective use of available communication channels to promote career development opportunities.
- Support and facilitate the development of appropriate communities of practice for the technical community.
- Internal and external presentations.
- Work with relevant stakeholders to produce promotional and marketing material for technical career programmes.

### Engagement and communications

- Lead, develop and drive a multi-institution, cohesive staff engagement programme to maximise participation in TALENT Technical Careers provision.
- Work with marketing and communications to develop a strategy to maximise participation, and to promote the profile of the TALENT Technical Careers activity both internally and externally, including through social media where appropriate.
- Develop an effective internal communications strategy to ensure that all stakeholders are informed of relevant developments and issues and represented on discussions as appropriate.
- Ensure TALENT Technical Careers webpages are updated regularly and has relevant presence in related media.

### Monitoring and reporting

- Managing the TALENT Technical Careers element of the response to Research England’s reporting requirements (e.g. annual report, assurance checking, audits).
- Monitoring and analysing a range of data and contributing to reports for the TALENT Management and Governance groups (i.e. TALENT leads, Advisory Board, Academic Champion group, Technical Staff Strategy Committee and others).
- Provision of reports for the consortium as required.
- Design and implementation of a TALENT Technical Careers evaluation strategy, including mechanisms for monitoring the wider impact and value of TALENT Technical Careers provision.

- Any other responsibility commensurate with the grade as requested by the project directorate.
## Person specification

<table>
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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | ▪ Operational management, strategic and business planning skills.  
▪ Strong interpersonal skills including motivation, negotiating, influencing and relationship building.  
▪ Ability to communicate effectively with staff at all levels and to work effectively and collaboratively with technical, academic and administrative colleagues.  
▪ Strong networking skills.  
▪ Ability to motivate, negotiate and influence both individuals and teams.  
▪ High degree of initiative, responsibility and self-motivation and a professional and proactive approach to problem solving.  
▪ Ability to define priorities and work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines.  
▪ Interpretation and use of data and performance indicators.  | ▪ Coaching skills.  
▪ Understanding of technical career pathways within higher education. |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | ▪ Substantial and extensive experience of successfully delivering careers information, education, advice and guidance in UK Higher Education or other appropriate substantial experience.  
▪ Knowledge of career development learning theory and practice.  
▪ Experience of teaching in, and contributing to, successful career development programmes  
▪ Experience of presenting effectively to groups.  
▪ Experience of running interactive well received and effective group exercises.  
▪ Excellent knowledge of and commitment to a quality assured environment.  
▪ Experience of working with data to analyse, report and advise stakeholders effectively.  
▪ Experience of working flexibly to competing agendas. | ▪ Experience of working in HE or with HE clients.  
▪ Understanding and experience of working with key stakeholders of the wider university research and teaching community.  
▪ Understanding of the recruitment market for the technical community. |
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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Statutory, legal or special requirements</th>
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<tr>
<td>- Knowledge of the importance of, and experience in, delivering positive experiences for stakeholders.</td>
<td>- Awareness of the implications for career guidance of current legislation e.g. equal Opportunities/data protection</td>
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<tr>
<td>- First degree&lt;br&gt;- Recognised guidance qualification e.g. DipCG, DipCEIAG(HE), NVQ 4 Advice and Guidance&lt;br&gt;Or&lt;br&gt;- Recognised teaching qualification&lt;br&gt;Or&lt;br&gt;- Recognised/relevant recruitment, HR, or a staff development qualification&lt;br&gt;Or&lt;br&gt;- Substantial experience in higher education or technical careers guidance.</td>
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<tr>
<td>- Postgraduate qualification in relevant discipline.&lt;br&gt;- Active member of appropriate professional bodies.</td>
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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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

**Key relationships with others**

The role holder will be line managed by the TALENT Project Lead

![Diagram showing key relationships]

- **Line manager**
- **TALENT Project Lead**
- **Technical Careers Manager (TALENT)**
- **Role holder**
- **Key stakeholder relationships**
  - MI Universities
  - External stakeholders
  - Technical Colleagues
  - TALENT project colleagues