



<b>Job title</b>	Employability Officer	<b>Job family and level</b>	Administrative, Professional and Managerial Level 3
<b>School/ Department</b>	Careers and Employability Service	<b>Location</b>	University Park Campus

## 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. The Employability Officer will work as part of a faculty careers team to deliver 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.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Event planning and co-ordination</b> <ul style="list-style-type: none"> <li>▪ Work collaboratively with colleagues and teams across the Careers and Employability Service to formulate ideas for new events</li> <li>▪ Coordinate all aspects of events and activities including sourcing speakers, logistics, marketing and communications and evaluation</li> <li>▪ Support the work of the Faculty team through the organisation of workshops and projects (e.g. sector research and information writing, and targeted opportunities)</li> <li>▪ Work to develop shared approaches and practice between Careers and academic schools to plan and coordinate events and other activities</li> </ul>	25%
2	<b>Student engagement</b> <ul style="list-style-type: none"> <li>▪ Promote the Careers and Employability Service and all university-wide and Faculty/Campus based employability activities and events using available platforms to ensure high quality, consistent publicity materials</li> <li>▪ Liaise with the Information and Communications team to make best use of social media to reach out to students in the Faculty</li> </ul>	20%

	<ul style="list-style-type: none"> <li>▪ Develop, with colleagues, new ways of engaging students e.g., working with student societies using a range of channels</li> <li>▪ Harness the expertise of students and staff within the Faculty/Schools to create innovative solutions to issues of engagement</li> <li>▪ Provide quick query support to students</li> </ul>	
3	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to facilitate the smooth running of employability related activity within the team and inform future development</li> <li>▪ Maintain, collate, store and analyse student engagement and other data to create shareable reports and insights for the team, service and faculty, in a variety of forms</li> <li>▪ Survey students and collate useful information to inform future developments and initiatives</li> <li>▪ Regularly engage with the members of the wider Careers and Employability Service to ensure a joined-up approach to delivery</li> <li>▪ Champion and support the use of information systems including My Career (CES' online platform)</li> </ul>	15%
4	<p><b>Supporting employer activity</b></p> <ul style="list-style-type: none"> <li>• Develop a good understanding of the purpose and rationale of employer-related activity</li> <li>• 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, to facilitate opportunities for students</li> <li>▪ 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</li> <li>▪ Correspond with external contacts in a timely and professional manner to organise activities and bespoke projects, as well as source graduate vacancies, placements and internships</li> <li>▪ Promote the range of opportunities available to employers and external contacts to connect with and recruit University of Nottingham students</li> <li>▪ Make use of existing processes and procedures for recording, tracking and promoting employer and external contact activity to ensure that operational efficiency is maximised</li> <li>▪ Work to develop shared approaches and practice between Careers and the Faculty in relation to employer engagement</li> </ul>	15%
5	<p><b>Coordination of projects and initiatives</b></p> <ul style="list-style-type: none"> <li>▪ Identify and action engaging employability initiatives to allow students to gain insight and understanding of the world of work or help students in their transition to employment</li> <li>▪ Explore, co-ordinate and support team projects and initiatives that provide specific opportunities for collaborative employability focused activity with all Schools in the Faculty</li> <li>▪ Explore how such opportunities may be progressed, build appropriate relationships to enable this, and take a proactive approach to getting projects started</li> </ul>	15%

6	<p><b>Internal stakeholder liaison</b></p> <p>To act as an ambassador for the Careers and Employability Service by forging productive close working relationships</p> <ul style="list-style-type: none"> <li>• Helping maintain close working relationships with key academics, school managers on all campuses</li> <li>▪ Liaising with other professional services, such as Campaigns and Alumni Relations Office, Students' Union, and the International Office, to develop good working relationships and further opportunities for students</li> <li>▪ Contributing to working groups and committees as appropriate, and feeding into university wide agendas, initiatives, and strategic objectives where appropriate</li> </ul>	10%
	Any other duties appropriate to the grade and role	

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Interpersonal skills and the ability to communicate with a range of stakeholders effectively, confidently and with tact and diplomacy.</li> <li>▪ Ability 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.</li> <li>▪ Planning and organisational skills with the ability to work unsupervised and use own initiative.</li> <li>▪ Analytical and problem-solving skills.</li> <li>▪ Ability to prioritise and work to tight deadlines under pressure.</li> <li>▪ Ability to work to a high level of accuracy and detail.</li> <li>▪ Demonstrable IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective use of a range of social media platforms and online technologies to develop and promote information and advice to students.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of front-line work in an environment with a customer service focus.</li> <li>▪ Experience of coordinating or administering multiple projects/tasks and deploying resources and time efficiently, effectively and appropriately.</li> <li>▪ Experience in the collation, storage, analysis, and dissemination of information in a variety of forms.</li> <li>▪ Experience of liaising with a range of stakeholders both internally and externally.</li> <li>▪ Experience of assisting with promotion/marketing activities through a range of mediums including social media to encourage participation and engagement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of the concepts underpinning careers and employability in Higher Education.</li> <li>▪ Experience of working within Higher Education.</li> <li>▪ Experience of working with a global mix of students at undergraduate and postgraduate level.</li> <li>▪ Experience of liaising with graduate employers and/or professional bodies.</li> <li>▪ Understanding of the graduate recruitment calendar.</li> <li>▪ Awareness of and experience in meeting the graduate employability agenda.</li> <li>▪ Experience of delivering placement and internship opportunities.</li> </ul>
<b>Qualifications, certification and</b>	<ul style="list-style-type: none"> <li>▪ HNC or HND, or equivalent qualification and relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent</li> </ul>

<b>training (relevant to role)</b>		
<b>Statutory, legal or special requirements</b>		<ul style="list-style-type: none"> <li>▪ Knowledge of Health and Safety, Data Protection, and Equality practice.</li> </ul>



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 work force 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



