



Job title	Faculty Careers and Employability Consultant	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Careers and Employability Service	Location	Any UK Campus

Purpose of role

This role will have specific responsibility for the strategic development, management and delivery of careers and employability provision to the allocated Faculty. This provision will be directly related to the needs of the students and graduates within the faculty and will include careers education, information and advice and guidance activities, employer engagement, event organisation, and work experience support. The focus is on developing innovative solutions to meet students, school and employer need in a joined-up way across faculties.

The successful post holder will be expected to drive collaborative and effective partnerships right across the University requiring liaison at a senior level with Faculty and School representatives. The role will manage the preparation and monitoring of the Employability Partnership Agreements (EPA) with each School within the Faculty.

The post is expected to manage a team of Careers & Employability colleagues to regularly review the delivery across the schools of their faculty to ensure best use of resource in meeting school and faculty aims.

This is a role that will set the agenda for the faculty careers and employability team and seeks to innovate to benefit our clients and exceed expectations of the Students, University, Academic Schools and Employers. To achieve our desired aims the post holder will need to demonstrate flexibility and leadership in engaging across the stakeholder groups. The role will require some evening work during peak periods, occasional early morning and weekend work from time to time. It will also require occasional travel around the UK.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Strategic development, leadership and vision</p> <ul style="list-style-type: none"> To provide the university with a specialist point of reference and contact for all employability matters relating to the linked Faculty and schools, taking ultimate ownership of all Careers and Employability Service activity across those schools within the faculty but seeking to encourage others to engage at all levels. This could include the 	25%

	<p>reallocation of activity dependent upon output and need as informed by data.</p> <ul style="list-style-type: none"> ▪ To engage with senior members of staff within the faculty, including Education and Student Experience stakeholders, through meetings and appropriate committees, to ensure a coherent vision of employability support and provision ▪ To lead the Service's contributions in the faculty to strategic areas such as the Teaching and Excellence Framework and the Curriculum Transformation Programme ▪ 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 faculty team in order to support schools and to engage with the Careers and Employability Service centrally. ▪ To consult and engage with the Senior Careers Advisers (Postgraduate and Early Careers Researchers) over joint Researcher Academy/Careers Service provision for this client group ▪ To devise and deliver long term strategic plans and objectives for faculty and other areas of responsibility, identifying individual responsibilities for team members and encouraging them to do the same. ▪ To identify trends affecting Faculty/School related student/graduate employability and to liaise with the Business Information Team to acquire and report on any relevant data for the Faculty – 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 Associate Director (Faculty Engagement), to ensure that Faculty strategic objectives are agreed and consistent with the overall Service strategic plan and school KPIs are met – supporting and assisting colleagues in meeting those plans. ▪ To create project plans for agreed activity, to cost the activity and negotiate support from colleagues across the Service ▪ Contribution to school and academic 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	<p>Faculty service provision and delivery</p> <ul style="list-style-type: none"> ▪ To design, review and manage delivery of innovative Faculty/School Employability Partnership Agreements and the relationship between the Faculty 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 academic colleagues in regard of employability and transition. ▪ Identify cross-service support requirements for activities within the faculty, as appropriate e.g. careers fairs, placement support, information and business information etc. and to bring such request for support to the Leadership Team ▪ Facilitate faculty team engagement with relevant employers, utilising knowledge of the faculty careers team, academic staff and other 	40%

	<p>Careers and Employability Service colleagues, in line with the Service's Employer Engagement Strategy</p> <ul style="list-style-type: none"> ▪ To engage with student groups, societies and other representative groups to better support student engagement with the concepts of career development learning and transition within the faculty, seeking to help focus student innovation and drive in a positive and constructive way. ▪ Participation in delivery of workshops, training, one to one, online work and other development activity and products as appropriate, with other members of the faculty team and to ensure effective review of their own and the team delivery in line with departmental policy and procedure. Engaging effectively and constructively with Service wide teams in this regard. 	
3	<p>Staff management and development</p> <ul style="list-style-type: none"> ▪ 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 EPA and other departmental objectives and targets; this would include being clear with other Careers and Employability Consultants on shared staff time to ensure the principle of transparency is maintained (and thus can be advised to the faculty and leadership team). ▪ To ensure staff expertise is utilised effectively in meeting objectives to support schools and faculty; this would involve ensuring Senior Careers Advisors are able to effectively contribute to strategic discussions with schools both through EPA and on-going engagement. It would also include 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 in the faculty 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 Faculty Consultants Group, led by the Associate Director (Faculty Engagement) and the Service's Management Team. 	10%
4	<p>Dissemination and communications</p> <ul style="list-style-type: none"> ▪ To liaise with the Service Information and Communications team over web page content and social media support for Faculty events ▪ 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 Faculty employability activities to staff within the faculty and to senior managers within the university, as appropriate 	5%
5	<p>Contribution to the broader objectives of the Service</p> <ul style="list-style-type: none"> ▪ Contribute to departmental strategy and delivery of broad aims associated with the Service, including any other activity commensurate with the grade 	10%

	<ul style="list-style-type: none"> ▪ To support and engage with Service-wide initiatives and to ensure that Faculty 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	<p>Resource management</p> <ul style="list-style-type: none"> ▪ To be responsible for any dedicated budgets for projects and activities within the faculty ▪ To be responsible for deployment of staff resources to different schools and activities. ▪ With the Associate Director (Faculty Engagement), to seek out and bid for appropriate funding from government and external bodies, which will support and enhance the provision of employability activities within the faculty and more widely, within the Service ▪ To monitor the resourcing required for effective delivery of services to the faculty and to raise any emerging deficiencies to the Service Leadership Team 	10%
	<ul style="list-style-type: none"> • Any other duties commensurate with the role and grade 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ 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 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 	<ul style="list-style-type: none"> ▪ Understanding of student use of current technologies and the use and potential applications of technology to higher education careers work
Knowledge and experience	<ul style="list-style-type: none"> ▪ Substantial experience of working with students and graduates in Higher Education or graduate employment ▪ Successful track record of people management including: development of staff, establishment and communication of clear standards and expectations, effective delegation, performance monitoring and management; the building of trust, good morale and teamwork, implementation of equal opportunities principles and practices ▪ Effective educator, using multiple and innovative delivery methods ▪ Knowledge of graduate labour market trends, employer 	<ul style="list-style-type: none"> ▪ Experience of working within a Higher Education Careers Service ▪ Experience of working in graduate recruitment relevant to the needs of students ▪ Experience of delivering one to one and group CEIAG activities to students and graduates

	<p>expectations and the graduate opportunity structure</p> <ul style="list-style-type: none"> ▪ Experience of using technological innovations to enhance the delivery of careers and employability services and support student engagement 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ First degree ▪ Recognised guidance qualification e.g. DipCG, DipCEIAG(HE), NVQ 4 Advice and Guidance <p>Or</p> <ul style="list-style-type: none"> ▪ Recognised teaching qualification <p>Or</p> <ul style="list-style-type: none"> ▪ Recognised/relevant recruitment, HR, or a staff development qualification <p>Or</p> <ul style="list-style-type: none"> ▪ Substantial experience in managing graduate transitions into employment (e.g. graduate recruitment or development) in a commercial environment. 	<ul style="list-style-type: none"> ▪ Postgraduate qualification in relevant discipline ▪ Active member of appropriate professional bodies e.g. AGCAS, ISE, REC, CIPD and others relevant to the needs of the Faculty
Statutory, legal or special requirements	<p>Knowledge of relevant legislation relating to employability e.g. data protection, disability support, recruitment processes</p>	



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 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

This is a Smart Art diagram. Click on the boxes to enter the role holder's job title, line manager's job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

****Please remove this paragraph of instructions before submitting the role profile****



