

Job Description

General Details

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| Job title: | Student and Graduate Employability Officer (EPR17/01) |
| School/Service: | Employer Partnerships |
| Normal Workbase: | Stoke |
| Tenure: | Permanent |
| Hours/FTE: | Full time working 37 hours |
| Grade/Salary: | Grade 6 |
| Date Prepared: | August 2017 |

Job Purpose

To lead the development and delivery of tailored employability and entrepreneurial skills in Academic Schools through the curriculum and e-coach. Contribute to the delivery of a quality, impartial and responsive employability service to students, graduates and staff, including the delivery of education, information, advice and guidance.

Relationships

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| Reporting to: | Head of Student and Graduate Employability |
| Responsible for: | None |

Main Activities

1. Work with Course Leaders to develop and deliver tailored employability and entrepreneurial skills in Academic Schools through the curriculum and e-coach
2. Use a range of guidance and coaching models to address complex employability and entrepreneurship guidance queries with students and graduates including undertaking discussions with students to support the work of Student and Graduate Employability Advisors
3. Pro-actively support the promotion of employability and work experience, e.g. volunteering opportunities, internships and job opportunities and placements (including 12-month sandwich placements)
4. Identify, establish and develop excellent relationships across the University and working in partnership Academic Schools to maximise graduate employability
5. Provide advice, information and consultancy on all employability and career management issues including data on graduate destinations and student engagement;
6. Utilise knowledge of career development issues and career routes including knowledge of graduate labour market trends, graduate employer expectations and the occupational, training and learning opportunities open to graduates to support employability.

7. Use a range of technology and social media, e.g. Twitter, Facebook, or webinars to engage with students, graduates and employers;
8. Provide in-depth, targeted, tailored, responsive coaching and skills development interventions on all student and graduate employability matters including work experience, placements, internships, graduate recruitment, self-employment and postgraduate study
9. Lead on the delivery of employability and entrepreneurial skills at key University events including Welcome Week, Open days and Awards Ceremonies to promote Careers Network support provision.
10. Support the culture of a professional service to deliver effective IAG Quality Standards.
11. Utilise knowledge of the additional support and help available to students including the Student Guidance Advisors and Enabling Centre recognising when this type of referral is appropriate and necessary.
12. Utilise coaching knowledge and skills to support student retention within Academic Schools
13. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs
14. Contribute to the maintenance of a safe and healthy work environment within the Service

Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Person Specification



Job Title: **Student & Graduate Employability Officer (EPR17/01)**

Service: **Employer Partnerships**

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

| No | Selection Criteria Description | Essential [E] or Desirable [D] | Assessed by * |
|----|--|--------------------------------|---------------|
| 1 | Educated to degree level or equivalent | E | A |
| 2 | Experience of providing guidance in an HE/FE environment | E | A/I |
| 3 | Experience of designing and delivering presentations and group workshops (using digital technologies) for students and graduates | E | A/I |
| 4 | Ability to deliver effective one-to-one careers guidance and deal with complex guidance issues within the context of a coaching approach | E | I |
| 5 | High level of personal integrity and confidentiality | E | I |
| 6 | Self-motivated, positive thinker with a 'can do' attitude, a sense of purpose and the drive to achieve agreed goals with a commitment to deliver a high-quality student experience | E | A/I |
| 7 | Excellent verbal and written communication skills with the ability to convey information to a diverse audience of internal and external stakeholders | E | A |
| 8 | Excellent organisational and time management skills | E | A/I |
| 9 | A strong level of digital skills to include Microsoft Office packages | E | A |
| 10 | Collaborative team-oriented working style | E | A/I |
| 11 | Knowledge of and commitment to quality standards | E | I |
| 12 | A commitment to and understanding of Equal Opportunities and evidence of effective implementation of Equal Opportunities policies | E | A/I |

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| 13 | Diploma in Careers Guidance, or equivalent | D | A |
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| <p>*Key</p> <p>[A] Application form</p> <p>[I] Interview</p> | <p>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'</p> <p>To be assessed during the interview process including selection tests or presentation, as appropriate</p> |
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