

Job Description



Staffordshire University Services Ltd

General Details	
Job title:	Careers Relationship Manager
School/Service:	Employer Partnerships
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours
Grade/Salary:	Grade 6
Date Prepared:	June 2019

Job Purpose
To lead and manage the relationship between the Career and Personal Development services and a nominated University Academic School. Take responsibility for developing school employability provision and drive the quality and quantity of engagement within that School. Work with academic colleagues and other key stakeholder groups to interrogate data to continually improve employment outputs for the school and overall University.

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

Main Activities
<ol style="list-style-type: none">1. Build and constantly develop a strong relationship with a designated University Academic School through structured contact working in partnership to drive performance against the target that all courses will sit in the top 50% of courses for graduate employability2. Work with the nominated academic lead to formulate an employability partnership agreement to address key school challenges in the area of Graduate employment and entrepreneurship and overall student success.3. Drive up employability provision within a designated school, promoting different experiences, including but not limited to placements, graduate roles and postgraduate study.4. Successfully prepare students to enable them to develop the necessary skills and confidence to progress with their career plans5. Actively engage with employers via the wider Employer Partnerships service to develop a shared understanding of labour markets and to identify opportunities to work together for mutual benefit of designated School and wider university

6. Effectively review and analyse key data sets, including but not limited to Career Registration data, engagement data and Destinations data to design, implement and measure impact of interventions
7. Work with other Careers Relationship Managers to design and provide monthly data reports around themes of School employability engagement, gaps and opportunity management
8. Innovate in the digital space to identify methods and technologies to scale up engagement, quality and accessibility of provision to students and graduates
9. Plan, prepare and deliver and effectively evaluate tailored employability provision in partnership with the designated School and other key stakeholder groups
10. Support the culture of a professional proactive service to deliver effective IAG Quality Standards
11. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs
12. Contribute to the maintenance of a safe and healthy work environment within the Service
13. To undertake any other reasonable duties that may be required from time-to-time by the Head of Student & Graduate Employability.

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

The employer 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

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Martin Perfect Head of Career & Personal Development martin.perfect@staffs.ac.uk 07500 102 426

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.

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.