

This post is part funded by the European Social Fund (ESF)

Job Description

Job title	Higher Skills Development Officer (Knowledge Exchange & Enterprise)
School/Service	Employer Partnerships and Enterprise
Normal Workbase	Stoke campus
Tenure	Fixed term until September 2023
Grade/Salary	Grade 6
FTE	37 hours per week
Date prepared	November 2020

Job Purpose

Responsible for raising awareness, proactively identifying and assessing the higher skills Continuing Professional Development (CPD) development needs and progression pathways opportunities. The post holder will promote, coordinate and facilitate the full range of the higher skills CPD opportunities and progression pathways across STEM, Leadership and Management subjects.

Relationships

Reporting to: Head of Employer Partnerships and Enterprise

Responsible for: N/A

Main Activities

- Responsible for raising awareness, proactively identifying and assessing the higher skills CPD development needs and progression pathways opportunities.
- Develop strong working relationships with stakeholders externally and internally, to enhance identification of higher skills CPD development opportunities.
- Update and maintain record keeping and up to date information on required systems.
- Develop opportunities with employers across the full range of CPD higher skills progression pathways including STEM and Leadership & Management subjects.
- Support the recruitment of citizens and employees onto higher skills CPD projects and courses.
- Prepare progression proposals to meet the individuals' and employers' needs.

- Contribute to the development of components of proposals.
- Co-ordinate and deliver proposals and presentations.
- Regularly communicate with team members, clients, funders and other stakeholders to ensure the successful delivery of contracts.
- Work with key departments and academic colleagues internally to bring relationships to fruition.
- Contribute to and develop local and regional networks.
- Identify, develop and nurture partnerships and collaboration, both internally and externally.
- Represent the University externally and actively develop and influence local and regional networks, partnerships.
- Utilise social media to promote the service's engagement with students and employers.
- Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- Contribute to the maintenance of a safe and healthy work environment within the Service.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

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.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

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 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 Pension Scheme.

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.