



Staffordshire University Services Ltd

Job Description

Job title	Careers & Employability Liaison Manager
School/Service	Student and Graduate Employability (Career Connect)
Normal Workbase	Staffordshire University London (SUL)
Tenure	Permanent
Grade/Salary	7
FTE	FT- 37hours
Date prepared	28/02/2022

Job Purpose

To build, lead, develop and manage the relationship with current, and potential employers and other stake holders based in London in order to expand Staffordshire University's employability network improving links with industry and other opportunity providers by increasing the portfolio and options for placements and paid and non-paid work experience for the London campus students as well as for the Staffordshire University main campus.

The role will be required to develop an impactful programme of support for current students and graduates who may be at various stages of their career development in their career journey. In addition, the post will hold responsibility for impactfully liaising with external partners in collaboration with the Employer Partnerships team, to ensure that we are proactively engaging new employer contacts to both inform our careers support, and source a strong portfolio of graduate opportunities aligned with our graduate aspiration and localities.

This role supports Staffordshire London students as part of the central service delivering innovative careers education, information, advice and guidance within and outside of the curriculum. You will provide support offering consultancy and assistance to academics towards the development of employability learning and specialist advice to students.

The post holder will work with a team of Career Liaison Managers based in SOT to deliver innovative Information Advice Guidance at SUL and will develop and manage an extensive programme of employer and careers events at the London campus.

The role will be required to work in partnership with colleagues both within the Employability team, as well as across the wider University, to ensure that that we are able to meet the demands and requirements of our graduates in addition to fulfilling our responsibilities to support a successful HESA

Graduate Outcomes return, and response rate.

Reporting to the Employability Manager (Careers) your activities will contribute to our key performance indicator of 80% Graduates Outcomes, therefore, leading on the development of an effective approach to understanding the needs and requirements of our students and graduates across all our disciplines, will be critical to ensuring successful implementation of initiatives.

Relationships

Reporting to: Head of Student & graduate Employability and Head of Operations & Student Experience London

Responsible for: N/A

Key Contacts: Placement Lead, Graduate an employability manager, & careers Liaison Manager.

Main Activities

- To build a strong network of employer contacts in collaboration with the Employer Partnerships team and to build provision and opportunities which are agile and responsive to changing employer needs and ensuring our students and graduates at the London campus are equipped to respond accordingly.
- To lead on the development of an effective, bespoke, and impactful careers education programme which supports the different needs of the London our students and graduates in their early career development (workshops, masterclasses, bootcamps, assessment centres, etc). This will require the successful candidate to liaise and collaborate with colleagues across the Employability Team, and with our broader internal and external networks to build best practice into our career's education provision, which is informed by external labour markets and opportunities.
- To work collaboratively with the Associate Dean for Staffordshire University London and DTA to ensure that our careers and graduate support strategies meet the subject discipline key strategic objectives and priorities and being an effective team member of the Career Liaison Managers (CLM) team towards the shared mission of engaging academics in the full range of the University employability agenda, including the development of innovative curriculum content and annual planning
- In close collaboration with the Placement Lead to manage contracts and key relationships in connection with placements including compliance with contracts, Health and Safety guidelines and Equal Opportunities for the London students and SOT students.
- Working within the Student & Graduate Employability Team to drive and implement the institutional Employability Framework and other activities relevant to the career and sector interests of students. Ensuring that the London campus is integrated and taken into account at all times.
- Being responsible for the design, management and delivery on an extensive annual plan of activities at the London campus (workshops, masterclasses, bootcamps, assessment centres, etc).) facilitating communications and coordinating activities and events amongst employers, industry specialists, other support services, current students and Alumni.

- Successfully prepare students to enable them to develop the necessary skills and confidence to progress with their career aspirations, through 1:1, workshops and other engagement opportunities and foster positive relationships with Course and Student Union representatives through the attendance at appropriate committee meetings at the London campus and SOT.
- Your remit will include researching and developing specialist knowledge of your given area, sharing best practice with colleagues across the team and wider university in order to support the delivery of the employability agenda and departmental KPIs.
- Effectively use key data sets to prioritise work loading within the University, particularly in areas with low Graduate Outcomes or low employability activity in the curriculum
- Work with your CLM team to design and provide monthly data reports around themes of School employability engagement, gaps and opportunity management
- To increase the University Graduate Outcomes position aspiring to reach 80% of positive destinations and Support the culture of a professional proactive service to deliver effective IAG Quality Standards
- Understand and support the university Learning and Teaching strategy in your day to day activities and by working closely with your School.
- 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 any other reasonable duties that may be required from time-to-time by the Head of Employability.

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

You will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. 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.

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.