Job Description

Position: Employability Projects Officer

Academic Group/Service: Jobs for Students

Reference: 0364-26

Grade: Grade 5

Status: Permanent

Hours: Full time

Responsible to: Director of Jobs for Students

Main Function of the Post:

- The post holder will provide project support and develop and deliver various employability-related programmes and projects including, but not limited to the Career Passport, graduate support programmes and enterprise activities.

- A key part of the role will be to support all aspects of project development and delivery including planning, delivering and evaluating impact.

- This work will also entail organising events and workshops, working with students, staff and external organisations, developing relevant resources and creating social media and web-based content for promotion and awareness raising.

Principal Duties and Responsibilities:

1. To promote a range of employability initiatives to students and staff which will help students to develop their employability and enterprise skills.

2. To help develop and create innovative and engaging sessions that can be accessed across a range of mediums.

3. To administer and co-ordinate the marketing and promotion of all careers and employability projects.

4. To work with external organisations and employers to develop the Career Passport and other employability-related initiatives.
5. To utilise existing online resources and develop creative and innovative ways of promoting them.

6. To organise for external guest speakers to come onto campus to support the employability agenda.

7. To undertake analysis and interpretation of information and data, presenting results via presentations, reports and briefings in order to support development and decision-making.

8. To develop and maintain the Career Passport scheme platform and management system.

9. To organise events to celebrate the achievements of students undertaking the Passport and other employability-related initiatives.

10. To provide direct advice and support to students in the evidencing of their skills.

11. To participate in committees, working groups and cross institutional activities as required.

12. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements

13. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

14. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Other Duties:

- To demonstrate excellent customer care in dealing with all customers.
- To work additional hours, in the evenings, at peak times, at the weekend and at University Open Days.
- Undertake appropriate training and development, as required.
- Undertake any other reasonable duties, as required by the line manager, commensurate with the grade of the post.

Note: *This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder*

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Person Specification

Position: Employability Projects Officer **Service/Centre:** Jobs for Students		**Reference:** 0364-26 **Priority (1/2)**	**Method of Assessment**
Criteria			
1	**Qualifications**		
1 a)	Educated to degree level standard, or equivalent relevant experience	Priority 1	Application Form/Documentation
2	**Skills / Knowledge**		
2 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Application Form/Interview
2 b)	Excellent written and verbal communication skills	Priority 1	Application Form/Interview
2 c)	Able to design and deliver presentations to small and large groups	Priority 1	Application Form/Interview
2 d)	Able to demonstrate strong networking skills to facilitate the development of effective working relationships both internally and externally	Priority 1	Application Form/Interview
2 e)	Able to work in a flexible manner and organise and prioritise workload to meet own and service objectives	Priority 1	Application form/Interview
2 f)	An awareness of Higher Education and in particular issues surrounding: graduates' skills acquisition and graduate employability	Priority 1	Application Form/Interview
2 g)	Excellent organisation and time management skills to plan and organise project-related activities and events.	Priority 1	Application Form/Interview
3	**Experience**		
3 a)	Proven track record of ability to develop projects and/or new initiatives.	Priority 1	Application Form/Interview
3 b)	Experience of successfully coordinating student/employer related events, workshops and activities	Priority 1	Application Form/Interview
3 c)	Experience of collating information for inclusion in reports / other documents.	Priority 1	Application Form/Interview
3 d)	Experience of supporting student skills development through training and the development of support materials	Priority 1	Application Form/Interview
3)	Experience of using Microsoft Office packages	Priority 1	Application Form/Interview
4	**Personal Qualities**		
4 a)	Able to work under pressure and meet deadlines.	Priority 1	Interview
4 b)	Efficient and well organised	Priority 1	Interview
4 c)	Sensitive to individual and cultural differences.	Priority 1	Interview
4 d)	Good team player	Priority 1	Interview
5	**Other**		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Application Form/Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Application Form/Interview

Note:

1. **Priority 1** indicates **vital** criteria - a candidate would be unsuccessful if unable to satisfy a Priority 1 criteria.
2. **Priority 2** indicates **desirable** criteria - candidates failing to satisfy a number of these are unlikely to be successful.
3. **Priority 3** indicates criteria **not specifically required** for the post but in a competitive situation may be used to select candidates who cannot be separated on priorities 1. and 2