University of Salford MANCHESTER

Job Description

Role Title:	Employability Advisor
School / Dept:	Faculty of Social Sciences, Humanities and the Arts for People and the Economy
Directorate:	School of Arts, Media and Creative Technology
Reference:	MPF3137
Grade:	Grade 6
Full or Part time:	Full time
Hours:	36.25
Reports to:	Employability and Engagement Manager

Overview

Work experience and work-based learning are key factors in increasing students' employability though the development of crucial career capital. Work experiences are often an excellent pipeline to graduate opportunities in the labour market. This role will work on sourcing and matching students to appropriate student placements at an undergraduate level, and industrial projects and internships at postgraduate level. Graduate outcomes for undergraduate students are a critical measure of our success as a university and our ability to offer our students a service that gives them value for money. This role is a key one in identifying opportunities to increase student employability and will work on key school initiatives to improve student employability through avenues such as skills workshops and one to one consultations with individual students. The role will also work closely with the central Careers and Enterprise team to ensure we are maximising the use of key university resources that support our students into the jobs market.

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Role Purpose

The role of the Employability Advisor will enable Salford to support the growing desire for students to have tangible experience of work embedded into their time at university. This role will work to source placements with a variety of industry contacts and be key in understanding the student population interested in placements and internships in order to support the right students into the right opportunities. The role will support students through the application process and be involved in the supporting the students into their workplace with the administrative support of the Placements Assistant.

Reporting to the Employability and Engagement Manager, you will join a team focused on finding creative ways to build students career capital and working alongside industry to understand the evolving labour market and it's need. You will lead on development and promotion of employability activities to ensure the team reaches students in each subject area. You will coach, mentor and support students to gain meaningful work experience. Close working relationships with academic staff within the school as well as key student experience staff in the professional services team will be key to success in this role.

Principal Duties & Responsibilities

- Enhance & promote employability skills through the development and delivery of a range of appropriate resources and activities to students and graduates

- Lead employability activities in the school, advise and guide students on their employability and placement options within the school, and act as triage to other university careers resources as required

- Ensure that all institutional processes in relation to health and safety, insurance, due diligence, risk assessment and visa checks are followed and the outcomes are recorded

- Plan and deliver presentations to students to promote awareness of the employability offering in the school and promote its use

- Work closely with academic staff and student experience teams to embed employability into the curriculum as desired, and devise extracurricular concepts such as workshops to increase students' career capital

- Manage and deliver the information and advice appointment provision for student and graduate seeking placement and work experience opportunities

- Line manage a team of colleagues, to include all HR policies and procedures to deploy staff and resources accordingly to support the student experience

- Inspire, direct and mentor the team to deliver high quality administration and student-facing services, embedding a team culture characterised by empowerment and accountability

- Ensure students' ability, knowledge and experience are assessed in order to identify suitable placement opportunities

- Work closely with key members of the school leadership team and the Employability and Engagement Manager to manage the action plan and strategy for employability within the school

- Engage with University of Salford Students Union, societies and external stakeholders to maximise impact on students learning and employability needs

- Source, build and develop relationships and maintain links with micro businesses, SME's, larger firms and the wider community to encourage their involvement in a range of employability and enterprise activities, helping ensure that these meet the needs of students

- Report against key performance measures and work with administrative support to maintain a comprehensive set of records on students and graduates who engage with the service

- Engage with, support and prepare a number of student and graduate businesses to take part in the University's Incubation Facility

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.

- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.

- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.

- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

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This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

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Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. A degree or equivalent professional qualification (E)

2. A relevant professional or postgraduate qualification (D)

3. Evidence of relevant ongoing professional development in the provision of Work Based and Placement Learning and employability development (E)

Background and Experience

4. Strong stakeholder engagement and management skills, with proven experience in engaging with and influencing at all levels of an organisation (E)

5. Experience of working in a complex organisation with multiple and conflicting demands/priorities (E)

6. Experience of people management (D)

7. Experience of supporting individuals to find appropriate job opportunities, be that long term careers or placements and work experience (E)

8. Experience of working with micro businesses, SME's and larger firms (E)

9. Experience of networking with small and medium organisations in developing student placement opportunities (D)

10. Supporting and developing Careers or Employability initiatives (D)

11. Working with Students and Graduates in a Higher Education Environment (D)

Knowledge

12. The challenges and complexities of graduate employability including working with students and managing situations where responsibilities / expectations are not met (E)

13. The importance of student's building employability skills and the critical link this has with the student experience (E)

14. Quality standards required for work placements including risk assessment requirements for the workplace (D)

15. Basic knowledge of employment legislation around equality, minimum wage and international students working in the UK (D)

16. Basic knowledge of the political landscape surrounding graduate outcomes and student employability (D)

17. Knowledge of different sectors and their recruitment cycles (D)

Skills and Competencies

18. Professional approach to working with a broad range of SME clients and the student community (E)

19. Good organisational, networking and time management skills. Excellent written and verbal communication skills (E)

20. Customer focused approach working to quality standards (E)

21. Ability to work on own initiative and to tight deadlines (E)

22. Entrepreneurial mind-set, always looking for new opportunities (D)

23. Proficient skills in event and project delivery, including the ability to manage time effectively and balance multiple priorities (E)

24. Excellent leadership skills with the ability to drive, manage, motivate and develop a team (E)