Strategic Project Manager—Student Leadership
Student and Academic Services

Closing date: 5 March 2018
Interview date: 19 March 2018
Vacancy reference: 6400
INTRODUCTION

This is an exciting time to be joining the University as we embark on the implementation of our new 5 year Employability Strategy, which is focused on student leadership – an innovative approach to employability within the UK.

Our mission is to give our students opportunities to gain experience that will prepare them better for employment and further study. Our Student Employability Strategy 2017-2022 sets out three key strategic priorities that will position York at the cutting edge of support for employability. The new strategy aims to be accessible and engaging to the full range of our stakeholders, it is ambitious and focuses on achieving scalability through new ways of working, and it is metric driven, ensuring that our students achieve their full potential.

This role has been created in order to support our new student employability strategy and to accelerate the institutions performance and improve our league table position. The role will be part of the newly formed centre of expertise (CoE) team that reports directly to the Director of Employability and Careers. The team is focused on delivering strategic projects that support the University of York’s ambitious employment outcome targets.

Tom Banham
Director, Employability and Careers
Main purpose of the role

- The primary focus of this role is to develop, deliver and evaluate opportunities for students to enhance their employability skills through leadership interventions.
- The role will be responsible for project management and delivery of new strategically significant services and products, such as, the York Strengths Framework.
- The role holder will be expected to lead our approach to employer partnerships by growing and nurturing key relationships which reflect the priorities of the University’s Industrial Relations Strategy.

Key responsibilities

- (Role holders will be required to undertake some or all of the duties below)
- Overall accountability for the development and delivery of the Student Strengths Framework, working in partnership with the L&D Team.
- To support the University’s approach to developing Degree Apprenticeship provision by identifying potential partners.
- To lead Key Objective 2 in the new Student Employability Strategy with particular responsibility for the development of high quality industry partnerships through York Strengths.
- To be a member of Careers service’s key decision-making team and, through this membership, to contribute to and influence strategic development across all areas of activity.

- To ensure that the University is equipped to compete for internal and external funding that supports our student leadership strategy.
- To be the lead contributor for internal and external consultations through UUK or AGR and to draft policy and committee papers that support the employability agenda.
- Lead on the management of programme evaluations; such as York Strengths and York Leaders, and take appropriate action to address areas identified for improvement and ensure opportunities to enhance the delivery of the programmes.
- Liaise with Employability Managers to ensure that staff are up-to-date and appropriately skilled to create opportunities for students and to deliver work of the highest quality.
- To lead and ensure provision of high quality experiential and employer engagement, through Careers-led programmes, both centrally and within faculties.
- Build effective and productive alliances with colleagues in other professional services, in the colleges, in departments and in other institutions in the interests of effective collaborative working and the University’s performance in achieving our strategic goals.
- Develop and maintain proactively the relationships between the University and enterprises in the region to increase the number of York students who engage with them and benefit from work based and work related learning opportunities.
- Undertake line management responsibilities for 1 FTE

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or ability to demonstrate equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Project Management qualification</td>
<td>Desirable</td>
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### Knowledge

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<th>Essential / Desirable</th>
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<tr>
<td>An understanding of the higher education environment in the national and international context</td>
<td>Essential</td>
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<td>A strong understanding of early talent assessment and development processes</td>
<td>Essential</td>
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<td>Knowledge of project management methodologies</td>
<td>Desirable</td>
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<td>A strong understanding of the key economic development funding sources</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to interpret strategic priorities and convert these into deliverable actions</td>
<td>Essential</td>
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<td>Ability to interpret the requirements of new funding streams</td>
<td>Essential</td>
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<td>Ability to engage and negotiate with internal and external stakeholders and funders to achieve the best possible outcome for the University</td>
<td>Essential</td>
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<td>Strong client facing skills and ability to represent the University and manage client expectations</td>
<td>Essential</td>
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<td>Ability to influence and strong negotiating skills</td>
<td>Essential</td>
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<td>Able to write clear briefing notes and reports to senior management, making clear recommendations where required</td>
<td>Essential</td>
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<td>Ability to manage large amounts of project information in a consistent, organised and timely manner</td>
<td>Essential</td>
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<td>Able to work independently or as part of a team</td>
<td>Essential</td>
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# PERSON SPECIFICATION

## Experience

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<tr>
<td>Experience in interpreting organisational strategy and developing suitable projects that can take forward these priorities</td>
<td>Essential</td>
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<tr>
<td>Experience of evaluating and refining project processes and procedures to increase efficiency and robustness</td>
<td>Essential</td>
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<td>Experience of developing economic development projects from initial idea to full application</td>
<td>Desirable</td>
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<td>Working knowledge of apprenticeship policy and can demonstrate a strong understanding of opportunities for the University and partner organisations</td>
<td>Desirable</td>
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<td>Understanding of how to develop and implement an apprenticeship programme</td>
<td>Desirable</td>
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## Personal attributes

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<tr>
<td>Confidence and credibility to represent the university to external clients and funders</td>
<td>Essential</td>
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<td>Highly motivated to deliver projects to time, budget and quality</td>
<td>Essential</td>
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<td>Proactive approach and keen to take the initiative to improve ways of working</td>
<td>Essential</td>
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<td>Willing to take on a broad range of tasks to ensure job completion</td>
<td>Essential</td>
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<td>Willing to travel and work beyond office hours from time to time</td>
<td>Essential</td>
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Student and Academic Services – Careers & Placements

Student and Academic Services provide administrative and advisory services and opportunities for development to support the student experience. Working collaboratively with students, colleagues and external partners we facilitate learning, development and success.

As one of the largest professional service directorates we make a significant impact on the University’s ability to achieve its ambition of offering and outstanding and valuable experience, and to support our colleagues in achieving excellence in research, teaching, and the student experience. We are in a strong position to shape and influence the way that the University delivers its objectives.

We provide a collection of professional services which contribute to the quality of the student experience; these services are organised in five sections:

- Academic Support
- Careers and Placements
- Colleges
- Open Door
- Student Service

Careers has the leading responsibility for student employability. They work to enhance students’ skills, aspirations, experiences and career planning so that all students feel supported in understanding and achieving their potential and goals. In addition, our Careers team work closely with staff in our nine colleges, and with our students’ unions, all of whom are also committed to enhancing students’ employability.

For further information please see: www.york.ac.uk/about/departments/support-and-admin/sas/
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relegation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6400
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 5 March 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to hannah.smith@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835