Faculty Employability Manager
Student and Academic Services

Closing date: 18 May 2018
Interview date: 6 June 2018
Vacancy reference: 6646
INTRODUCTION

The University of York is committed to an ambitious strategy that includes a strong emphasis on enhancing our students’ employability in measurable terms. We want all of our students to leave York equipped to make their mark on society and for the University to be recognised nationally and internationally as a seedbed for talented graduates offering a valuable contribution to the world.

The overarching aim of the current Student Employability Strategy is to increase the amount of students accessing professional level work or study 15 months after graduation (positive outcomes) and that the institution will be ranked among the top 10 UK universities for employment outcomes, by 2022.

This role has been created in order to accelerate the institutions performance and improve our league table position. The newly structured Careers Education, Advice and Guidance team now has 3 Employability Manager positions that have a matrix reporting structure and are accountable to the Director of Employability and Careers and the Faculty Operations Manager.
Main purpose of the role

This role’s specific contribution is focussed on developing, and evaluating a high quality range of careers education, promoting careers-related content in the curriculum and managing the delivery of excellent careers advice and guidance in an effective and efficient way.

A significant part of the role will be to develop and deliver a faculty led employability plan, which takes into account all resources within departments and makes recommendations on resource allocation to the Operations Manager. The focus is on developing innovative solutions to meet student, department and employer need in a joined up way across faculties.

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

- To support the implementation of the Student Employability Strategy taking an active part in the implementation of all core objectives and seeking out project activities/ideas to broker academic department engagement.
- 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 manage the Careers Consultants aligned with their faculty and oversee their contribution to employability-enhancing activities centrally, in colleges and in departments.
- Work with the Strategic project Manager (Placements and Pedagogy) to ensure that Placement Learning is integrated into programmes or accessed centrally, across all departments.
- Using professional and specialist knowledge to identify issues, trends and problems relating to student engagement or Graduate Outcomes at a faculty level and support related decision-making through producing recommendations, briefings or reports for senior staff.
- Leading on employability-related training to specialist and non-specialists across the University through development and delivery (both directly and delegated) of a training and support programme to Careers Employability Coordinators (CEC’s) and other academic and central support staff.
- Assess departmental targets on employability and compare this with their competitor institutions. Established targets and deploy both resource and recommendations and deployment of resources recommended that will deliver the best outcomes for our graduate outcomes performance.
- Support and Provision for PG students in the faculty.
- To engage with senior members of staff within the faculty, including teaching and learning representatives, through meetings and appropriate committees, to ensure a coherent vision of employability support and provision.
- Providing lead advice to senior staff on the training needs of all University staff in relation to the employability agenda.
- Assisting departments to develop employability skills within and along-side the curriculum and disseminating best practice.
- Maintaining and developing professional and specialist knowledge through attendance at training events, literature review and networking.
- Meeting with employers and representatives of professional bodies etc. and documenting key information for dissemination within and beyond the service.
- Contribute to the collection, analysis and dissemination of statistics including the Graduate Outcomes survey. Responsible for ensuring departments support the student engagement process.

JOB DESCRIPTION

At a glance

Salary
Grade 7 / starting salary £38,832

Hours of work
Full Time / 37 hours

Contract type
Open

Based at
Heslington Campus West
JOB DESCRIPTION

50% Faculty service provision and delivery
30% Strategic development and leadership
10% Staff management and development
10% Contribution to the broader service objectives
**PERSON SPECIFICATION**

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Degree in any discipline</td>
<td>Essential</td>
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<tr>
<td>Recognised guidance qualification e.g. DipCG, DipCEIAG(HE), NVQ 4 Advice and Guidance</td>
<td>Essential</td>
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<tr>
<td>Or</td>
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<tr>
<td>Recognised teaching qualification</td>
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<tr>
<td>Or</td>
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<tr>
<td>Recognised/relevant recruitment, HR, or a staff development qualification, such as, coaching.</td>
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<tr>
<td>Or</td>
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<tr>
<td>Substantial experience in managing graduate transitions into employment (e.g. graduate recruitment or development) in a commercial environment.</td>
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**Knowledge**

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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of careers guidance theory and practice</td>
<td>Essential</td>
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<td>Understanding of the current graduate labour market</td>
<td>Essential</td>
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<td>Knowledge of higher education in the UK</td>
<td>Essential</td>
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<td>Knowledge of relevant equal opportunities legislation</td>
<td>Essential</td>
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<td>Understanding of the employability training needs of staff operating in a HE environment</td>
<td>Essential</td>
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<td>Awareness of recruitment and higher education systems outside the UK</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

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<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experienced in careers guidance related activities</td>
<td>Essential</td>
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<td>Experienced in developing and implementing strategic plans</td>
<td>Essential</td>
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<td>Experienced in negotiating and influencing senior stakeholders</td>
<td>Essential</td>
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<tr>
<td>Experienced in developing and implementing training plans</td>
<td>Essential</td>
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<tr>
<td>Experience of developing and/or updating web pages</td>
<td>Desirable</td>
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<tr>
<td>Experienced in careers guidance related activities in a further or higher education setting</td>
<td>Desirable</td>
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<tr>
<td><strong>Personal attributes</strong></td>
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<tr>
<td>Strong written and oral communication skills with ability to explain information in a clear and understandable way</td>
<td>Essential</td>
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<tr>
<td>The ability to encourage, motivate and support others</td>
<td>Essential</td>
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<td>The ability to research information</td>
<td>Essential</td>
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<td>Able to maintain confidentiality</td>
<td>Essential</td>
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<td>A collaborative approach to developing understanding of the employability agenda throughout the Careers and Placements, Student and Academic Services Directorate and University</td>
<td>Essential</td>
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<td>A willingness to provide (and receive) feedback as part of peer observation and staff training/development</td>
<td>Essential</td>
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<td>A tactful and diplomatic approach</td>
<td>Essential</td>
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<td>Ability to work effectively as part of a team</td>
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<td>Well organised and able to prioritise work activities on a short and long-term basis</td>
<td>Essential</td>
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THE DEPARTMENT

The Careers Education, Advice and Guidance team is comprised of Careers Professionals who provide services to students centrally, and bespoke services to students in a caseload of academic departments. They work with students individually and in groups and provide professional input into the quality of the on-line advice and information provision that supports informed career decision-making. Their knowledge of the needs and aspirations of students in their caseload, coupled with their insight into their students’ academic programmes equips them to support departments in exploring ways in which the curriculum can enhance student employability.

The Careers Department is a member of AGCAS (The Association of Graduate Careers Advisory Services) and works to these professional standards.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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 6646
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 18 May 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 tom.banham@york.ac.uk

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

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