



Job Description & Person Specification

Post title: Head of Student Employability (Interim)	Post No:
School or Department: Employability	Date created: April 2021
Grade: PM1	Hours per week: 37
Fixed term end date (if applicable): Until 31 st December 2021	
Other requirements of the role:	
Immediate line manager: Director of Employability (Interim)	
Title & Grade of posts line managed by postholder: Direct reports – Six Department Managers; Careers Consultant Team Managers x 2, Employability Adviser Team Leaders x 2, Curriculum Design Lead, Student Engagement Lead Team circ. 70	

Job purpose:

1. Lead the development and delivery of a high quality and comprehensive Employability offer to all NTU students (FE, HE, PGT, PGR, distance learning and apprenticeship) across 5 sites and to all NTU graduates.
2. Champion our employability offer, ensuring the service meets the needs of and exceeds expectations of all stakeholders within NTU and externally, maintaining NTU as an exemplar within the HE Sector. Enhancing the reputation of NTU as one of the most successful universities for preparing graduates for the world of work and lifelong learning.
3. Design, deliver and embed employability projects across the University to support the graduate outcomes for NTU students, maximising student interventions with employability both within the curriculum and through co-curricular and extra-curricular activity.
4. Lead the team to develop and implement innovative strategies to increase the level of student engagement with employability services, placing NTU as a leader within the HE sector.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

1. Provide effective leadership to motivate and manage the teams responsible for Student Employability. Set, agree and deliver SMART objectives and ensure all KPIs are achieved across the team.
2. Horizon scan to identify trends and emerging practice nationally and internationally. Evaluate opportunities to enhance the employability provision at NTU, ensuring the service is leading within the HE sector and adopting innovative approaches to continually improve.
3. Work collaboratively with the Academic Schools and other professional services to fully understand priorities/challenges and ensure needs are met. Explore and lead on new opportunities that support the

employability agenda and provide a more coherent message to students by working in partnership i.e. School Employability Managers, School Exec Teams, Student Support services, Alumni, Library services, CenSce, Marketing, Academic Registry etc.

4. Establish and deliver ambitious student engagement targets for teams and individuals to ensure effective and efficient service delivery across all 5 diverse campuses both within the curriculum and with the co-curricular/extra-curricular offer.
5. Ensure the Student Employability Team provides a high quality and efficient service, enabling NTU students to develop employability skills as an integral part of their academic study improving their prospects to secure graduate level employment, self-employment or appropriate further study upon completion of their academic studies.
6. Lead the team to deliver a high-quality employability service that provide advice and guidance that meets and exceeds the Matrix quality standard. This should be achieved by adopting a blended approach offering a combination of online and in-person options to students and graduates.
7. Lead the design and development of careers education and related activity within the curriculum across all levels from FE to PG. Influence and negotiate with academic teams to embed employability within the student's curriculum at all levels from early intervention to synoptic assessment.
8. Design and deliver a comprehensive offer to our expanding graduate cohort, ensuring NTU can maximise our graduate success, graduate outcomes and league table position. Respond strategically to the changing landscape in the Graduate Outcomes Survey through the provision of targeted services and on-line resources and through partnership working with the Alumni team.
9. Design and develop innovative and sector leading approaches, with internal and external partners, to support the Success for All agenda and deliver graduate employment outcomes which achieve university targets. Oversee the Rise programme to ensure bursaries and initiatives reach targeted widening participation students most in need of intervention.
10. Oversee and steer the University's Employability Award, maximising student opportunity to enhance graduate employment outcomes and collaboration across key NTU stakeholders.
11. Manage the content design and delivery of online resources working with external and internal providers to ensure quality and relevance of platforms, web and social media content. Steering the direction for student communication to create a clear student message.
12. Analyse student data to identify opportunities that will lead to improved ways of working and an efficient and effective service offer.
13. Identify the necessary resource requirements, support the Director of Employability to manage multiple budgets (Student Employability, Rise, Graduate Internships and JobShop) and develop business cases, where appropriate. Oversee the budgetary allocation and spend by functional line managers, ensuring overall value for money and return on investment.
14. Represent the university externally to influence the employability and careers agenda locally and nationally through AGCAS and other representative bodies. To manage external stakeholder relationships with other HE institutions and other strategic visitors.
15. Work collaboratively with colleagues responsible for business development on the implementation of strategies to increase the level of employer engagement with a view to underpinning existing and future student employability activity.

16. Provide regular reports to the Director of Employability on progress, impact and strategy.

Special requirements:

- Must be willing to work evenings and weekends on occasion

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
<p>Knowledge</p>	<p>Excellent knowledge of the Higher Education sector including the careers and employability agenda; the graduate labour market and the implications for graduate recruitment</p> <p>In-depth understanding of team leadership and change management</p> <p>In depth understanding of effective communication and student engagement principles</p> <p>Excellent knowledge of digital platforms, systems and data management</p> <p>Awareness of GDPR regulations applying to digital technology and student data.</p> <p>Good understanding of how digital technology can be used to enhance service delivery</p>	<p>In depth understanding of the principles and theories underpinning career guidance and career learning</p>
<p>Skills</p>	<p>Excellent leadership skills and ability to motivate a large and complex team.</p> <p>Excellent interpersonal skills with the ability to establish effective working relationships and to successfully negotiate contributions from others</p> <p>Able to challenge negative behaviours that impede service developments and motivate others</p> <p>Excellent analytical skills and able to assess situations and decide on suitable resolutions to problem solving</p> <p>Excellent communication and written skills</p> <p>Ability to manage, interpret and utilise service data</p> <p>Highly competent and familiar in the use of digital technology and social media</p> <p>Excellent planning and organisation skills with the ability to prioritise what needs to be done, to multi-task and to manage their own time effectively</p>	

	<p>Innovative with a positive attitude to change to improve service delivery and with the ability to persuade others to embrace change</p> <p>Good at partnership working and collaboration with internal and external partners</p>	
Experience	<p>Experience of leading a large team across multiple sites and various roles.</p> <p>Experience of line managing staff across split sites and remote/home working</p> <p>Experience of working effectively with suppliers and other external organisations</p> <p>Experience of implementing large scale programmes and initiatives to promote and enhance diversity and inclusion.</p>	<p>Practical experience of working in the Higher Education sector</p> <p>Experience of leading a large team in an online environment.</p> <p>Working at a senior level in the education/careers guidance sector</p>
Qualifications	Degree level or equivalent	

Competencies

Essential Competencies	Desirable Competencies
<p>Team Working: (Level 4) Recognises and develops opportunities for team working at cross-University level, driving improvements to the teams' outputs/service and developing colleagues within the teams.</p> <p>Communicating and influencing: (Level 3) Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p>Making Informed Decisions: (Level 4) Identifies areas for development by reviewing current trends and data. Develops products, policy and strategy for the future. Horizon Scanning.</p> <p>Organisation and Delivery: (Level 4) Adopts a long term view and plans resources accordingly. Develops local strategy in support of the Strategic Plan and develops resourcing models to underpin implementation.</p> <p>Adaptability: (Level 3)</p>	<p>Creativity and Innovation: (Level 3) Reviews, tests and implements new concepts, models and approaches to practice in support of service development and delivery.</p> <p>Entrepreneurial and Commercial focus: (Level 3) Spots and progresses business and opportunities for collaborative working externally and internally.</p>

Embraces and manages change. Seeks opportunities for change, supporting colleagues in implementing new ways of working, effectively and supportively communicating the rationale for change

Leading and Coaching: (Level 4)

Takes responsibility for strategic developments, sets standards and direction. Takes responsibility for developing talent and succession planning. Is a role model for others.

Customer Focus: (Level 3)

Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback from customers on services and makes appropriate changes to services and underpinning policy/strategy

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by Interim Director of Employability: April 2021
