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**JOB DESCRIPTION**

**POST:** DeputyHead of Student and Graduate Employability – Partnerships and Opportunities

**POST REF:**

**DIRECTORATE:** Student Success and Learning Services

**GRADE:** 8

**REPORTING TO:** Head of Student and Graduate Employability

**MANAGEMENT**

**RESPONSIBILITY:**  Employer Engagement and Opportunities Manager, Opportunities Support Team Leader.

**JOB PURPOSE:**

To shape and ensure brokerage and delivery of Work-Related Experiential Learning opportunities across the whole university curriculum including study abroad and placement years.

Work with senior colleagues across the institution to influence the development and shape of curriculum and co-curricular activities to maximise opportunities for student success; develop practice and services related to Work-Related Experiential Learning and graduate opportunities to address requirements of Graduate Outcomes, Access and Participation and the Teaching Excellence Framework. Within all of this activity, to work towards creating a culture of embedded institutional employability at York St John University.

As a member of the Department’s leadership team, work in partnership with colleagues across Student Success and Learning Services and the University to provide an outstanding student experience and ensure a collaborative approach to the delivery of services across the University, acting as an ambassador for change.

**DUTIES AND RESPONSIBILITIES:**

1. Drive forward delivery of Work-Related Experiential Learning through providing consultancy and support to senior academic colleagues ensuring that Work-Related Experiential Learning activities are embedded within all courses of study at all levels.
2. Lead the Teams delivering and supporting opportunities by establishing and maintaining an effective strategy, operations and service around Work-Related Experiential Learning, by driving outstanding employer engagement, and enhancing graduate employability prospects.
3. In consultation with the Head of Student and Graduate Employability, lead the formulation and implementation of data-informed strategies to enhance employer and study partnership, ensuring we remain a highly desirable institution for delivery of Work-Related Experiential Learning. This will include working with international employers and overseas study exchange partners.
4. Lead the team in providing a comprehensive account management service for employers, study abroad partners, including organising, coordinating and attending visits from/to partners, managing and delivering interactions, compiling and maintaining appropriate records, and ensuring opportunities are followed up and converted within reasonable timeframes.
5. Gather and analyse data particularly in relation to student engagement, student characteristics, graduate outcomes to evaluate work and identify strengths, risks and opportunities in relation to delivery of Work-related Experiential Learning activities. Prepare regular reports and presentations for the various groups and committees highlighting achievements and areas for improvement.
6. Actively contribute to the overall strategic and operational management of the Student Success and Employability Department through collaboration with the Management Team and other team leaders in the Service. Participate in budget planning and resource allocation, relating to the delivery of Work-Related Experiential Learning activities.
7. Provide strategic leadership, motivation and direction to the team delivering and supporting Work-Related Experiential Learning including their professional development and knowledge of good practice across the sector.
8. Lead on gathering disseminating and contributing to sector good practice in relation to Work-Related Experiential Learning including attendance and contributions to conferences, forums as well as submissions for sector wide awards.
9. Work closely with the Head of Student and Graduate Employability to ensure an effective partnership with the Business Development Service to ensure collaboration in developing Work-Related Experiential Learning activities and wider student and graduate opportunities to meet the University’s strategic aims.
10. Work closely with the Deputy Head of Student and Graduate Employability (Career Development) to ensure a collaborative and systematic approach between the brokerage and design of Work-Related Experiential Learning activities and the embedding within the curriculum.
11. Work closely with the Head of Student Opportunities and the Enterprise and Innovation Manager at the London Campus to ensure a consistent approach to Work-Related Experiential Learning and employer engagement.
12. Manage and allocate work across the team according to determined priorities in relation to employability risk indicators and validation and revalidation of course of study.
13. Provide the full range of line-management responsibilities for the Employer Engagement and Opportunities Manager and the Opportunities Support Team Leader and their direct reports in their absence.
14. Establish, apply for and manage external sources of funding and income (including Turing) to support the delivery of Work-Related Experiential Learning activities.
15. Ensure, efficiency, effectiveness and student experience through coordinating the utilisation of current and future digital solutions used in the delivery and administration of Work-Related Experiential Learning activities.
16. Lead on the design of processes, resources and toolkits to ensure that Work-Related Experiential Learning activities are embedded in curriculum design.
17. Deputise for the substantive duties (including attendance at meetings, committees and boards) of the Head of Student and Graduate Employability in their absence.

**Plus**

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained
* Promote equal opportunities in the work of the department to include a commitment to the International Strategy of the University
* Ensure compliance with relevant legislation and statutory codes of practice, as advised
* Participate in the arrangements for performance review
* Ensure that professional skills are regularly updated through participation in training and development activities
* Ensure all University policies are implemented within the remit of this post

**HEALTH & SAFETY**

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

**PERSON SPECIFICATION**

**POST TITLE:** DeputyHead of Student and Graduate Employment – Partnerships and Opportunities

**SCHOOL/ DEPARTMENT:** Student Success and Learning Services

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

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| **REQUIREMENTS**  The postholder must be able to demonstrate: | **ESSENTIAL (E)**  **DESIRABLE (D)** | **MEASURED BY:**  A Application form  I Interview  T/P Test/Presentation |
| **EDUCATION/TRAINING**  *(Academic, vocational/professional and other training)* | | |
| Degree or equivalent significant experience.  Relevant Master’s level professional qualification. | E  D | A  A |
| **KNOWLEDGE & EXPERIENCE**  *(e.g. report writing, office experience, Microsoft office)* | | |
| Extensive knowledge and experience of the UK HE environment and current relevant issues, particularly in relation to work-related learning and study abroad.  Proven ability to influence at a senior level.  Experience of delivering continuous improvement and innovation in the design and delivery of work-related learning.  Highly data literate and with a string record of using data to focus and target activity.  Excellent networks within industry and employers.  Demonstrable commitment to social mobility, diversity and social justice.  Significant experience of managing, leading and motivating staff and teams to achieve results.  Understanding of the importance of delivering high-quality customer-focused services.  Experience of making successful bids for external funding and recognition including managing external funds.  Experience of appropriate professional engagement at a regional, national and international level. | E    E  E  E  E  E  E  E  E  D | A/I/P  A/I  A/I  A/I    A/I  A/I  A/I  A/I  A/I  A/I |
| **SKILLS/ATTRIBUTES**  *(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)* | | |
| Strategic thinker.  Ability to analyse data and provide reports that place the data in context.  Excellent interpersonal skills, able to foster collaboration and build good relationships with colleagues at all levels.  Excellent communication skills: ability to present information and convey technical information to a range of audiences.  Excellent team working and leadership skills, with the ability to lead multi-disciplinary, professional teams.  Ability to motivate self and motivate and inspire others.  Ability to proactively engage with a wide range of stakeholders in order to provide the most efficient and appropriate technical support and services.  Ability to manage time and prioritise.  Ability to successfully lead and effect change.  Demonstrable desire for continuous improvement.  Ability to manage and analyse budgets, write financial reports and produce statistical info for future financial planning.  A commitment to professional development, advancing personal knowledge, and professional understanding & competencies.  A positive, open and objective attitude toward others, that values and support colleagues. The ability to present, promote and integrate change to/with staff with minimal personal resistance. To lead by example, demonstrating flexibility and personal resilience in the commitment to meet the needs of the role. | E  E  E  E  E  E  E    E  E  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

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| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |