

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Academic Services
School/Department	Careers and Employability Services
Team	Faculty Careers and Employability Support
Job Title	Careers & Employability Manager
Grade	9
Hours of Work	37
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Head of Faculty Careers and Employability Support
Responsible For (Job Title)	Careers Adviser Assistant Careers Adviser Deputises for the Head of Faculty Careers and Employability Support as required

Principal Accountabilities
<p>This post will lead on the development and delivery of all faculty focussed Careers and Employability Service provision to make a significant impact on the employment prospects of our graduates. Through strategic and matrix management of faculty based services carried out in teams across the Careers & Employability Service, this post will:</p> <ul style="list-style-type: none">• Improve alignment of multifaceted careers and employability service provision to the Graduate Outcomes Strategy and our operational needs across faculty.• Ensure robust analysis and dissemination of relevant data sources relating to the student experience and graduate outcomes and develop delivery accordingly.• Provide careers and employability expertise to the process of developing, implementing and evaluating faculty and departmental action plans. To include curriculum development, placements, Information Advice and Guidance Services and work based learning.• Provide expertise for quality assurance processes in respect of employability provision and lead on best practice development as part of a programme of continuous improvement• Manage a faculty based Careers and Employability team to plan and deliver a schedule of work in line with faculty priorities.

- Performance manage service wide colleagues accountable for faculty services including placements and work based learning to meet key performance indicators and targets.

Key Tasks

STRATEGY

- Develop, implement and monitor the effectiveness of faculty and departmental action plans and related activities to support delivery of the University's strategic objectives.
- Lead the planning and delivery of a range of careers and employability initiatives from the faculty careers team to meet the employability needs of students and enhance graduate outcomes.
- Oversee management of faculty requests for development of Careers and Employability Service provision, including placements and work based learning support, to maintain effective business partner working.
- Contribute to the development of strategic Careers and Employability Service projects, including career literacy activities and placement/ internship schemes, to enhanced graduate outcomes.
- Analyse and assess national and local data sources relating to the student experience and graduate outcomes in order to identify and implement service action plans as part of a programme of continuous improvement.

SERVICE ENHANCEMENT

- Monitor and regularly assess the impact of the service provided by the faculty careers team to ensure that it is effective in relation to the needs of our service users, and ensure appropriate systems are fit for purpose.
- Ensure that projects are planned, monitored and assessed against clearly defined objectives, evidencing impact and value for money.
- Provide careers and employability expertise to quality assurance processes in respect of course provision to ensure adoption of best practice and enhance impact of course based support.
- Establish and maintain best practice in respect of our employability provision in order to promote teaching excellence, the student experience and graduate outcomes.

- Research national data trends and the work of other HEIs to ensure that the University maintains a sector leading service offer and is responsive to opportunities that will benefit our graduates.

TEAM MANAGEMENT

- Lead, organise and direct the work of the faculty careers team in order that agreed objectives are met and that the service is operating efficiently and effectively.
- Manage the recruitment, organisation, deployment, development and effective performance of staff within the faculty careers team.
- As part of performance management and staff development, ensure that the capacity and capability of the faculty careers team is able to meet the demands placed upon it.
- Implement an appropriate workload model and approach to monitoring activity across the faculty careers team to ensure service efficiency and effectiveness.
- Manage local budgets relating to the faculty careers team, ensuring that resource utilisation is managed effectively to meet the strategic objectives set.
- Develop and maintain a culture of excellence in respect of customer service and quality.

COLLABORATION

- Work collaboratively across the university, engaging staff, project partners and participants while maintaining positive and effective working relationships in the development of mutually beneficial initiatives and strategies.
- Work closely with colleagues in Student and Graduate Employment Services and Work Experience and Placements teams to ensure that opportunities to expand employer engagement, placement and work based learning activities are maximised.
- Work in collaboration with the central Careers Information and Communications function to promote the service and engage students and employers.
- Work in partnership with the Careers Data Officer to utilise a range of data to develop delivery plans.

STUDENT SUPPORT

- Delivery of careers education and guidance provision to students and graduates in line with the Graduate Outcomes Strategy and operational needs to maximise service effectiveness.

Special Features

- The nature of the post requires the post holder to work flexibly in the discharge of their duties. This may involve working occasional evenings / weekends to support the Service.

Miscellaneous

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

You are responsible for applying the University's Equality and Diversity Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You are responsible for assessing and managing risk for all elements of work within your own area/team and for ensuring effective risk management processes are in place.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.



Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes	Item	Relevant Criteria	Essential/Desirable	
1	Skills & Abilities	1.1	<ul style="list-style-type: none"> Ability to manage, co-ordinate and prioritise your work and that of others to meet strategic objectives. 	E
		1.2	<ul style="list-style-type: none"> Good research, statistical and data manipulation skills with the ability to assimilate, interpret, and determine effective recommendations that will have a substantive impact on key objectives. 	E
		1.3	<ul style="list-style-type: none"> Skilled in the management and coordination of project work, leading and motivating cross-functional teams. 	E
		1.4	<ul style="list-style-type: none"> Excellent communication skills and interpersonal skills to engage and influence academic colleagues and others within the University. 	E
		1.5	<ul style="list-style-type: none"> Good written skills, presenting accurate information clearly and concisely in written reports, papers, programmes of learning, web and social media. 	E
		1.6	<ul style="list-style-type: none"> Personal initiative with a solution led approach to problems and challenges together with a drive for results. 	E
		1.7	<ul style="list-style-type: none"> Evidence of collaborative working within a complex organisational setting and the capacity to be an effective and constructive team player. 	E

2	General & Specialist Knowledge	2.1	<ul style="list-style-type: none"> Knowledge of higher education landscape and sector priorities, especially in relation to Graduate Outcomes. 	E
		2.2	<ul style="list-style-type: none"> Knowledge of the requirements for matrix management and the planning & coordination of projects. 	E
		2.3	<ul style="list-style-type: none"> A good understanding of strategies and techniques that will support graduate skills development within a curriculum setting or other formal framework. 	E
		2.4	<ul style="list-style-type: none"> Knowledge of how technology and the digital environment can be used to support and enhance our careers and employability offer. 	E
3	Education & Training	3.1	<ul style="list-style-type: none"> Educated to degree level or equivalent. 	E
		3.2	<ul style="list-style-type: none"> Qualification in Career Development (Level 7) or equivalent. 	D
4	Relevant Experience	4.1	<ul style="list-style-type: none"> Experience of supervising staff, developing capacity and performance management. 	E
		4.2	<ul style="list-style-type: none"> Experience of working with a diverse range of customers to deliver an outstanding service experience preferably in a higher education context. 	E
		4.3	<ul style="list-style-type: none"> Experience in the design and delivery of careers education or employability skills development. 	E
		4.4	<ul style="list-style-type: none"> Experience of working within or having substantial knowledge of at least one of the key employment sectors that are relevant to the University and our course provision. 	E
		4.5	<ul style="list-style-type: none"> Experience in a leadership position within HE, recruitment, staff development, education & training or a related field. 	D
5	Special Requirements	5.1	<ul style="list-style-type: none"> Able to represent the University and Faculty externally through engagement with external stakeholders. 	E
			<ul style="list-style-type: none"> Flexibility and a willingness to undertake occasional evening work and conference attendance. 	E
Date of Revision		March 2021		