

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

## Head of Careers and Student Enterprise

## **Department**

Academic and Student Experience

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0061-21

## **Salary**

£55,650 to £63,176 per annum

## **Reports To**

Head of Centre for Student Life

## **Line Management Responsibility**

Yes.

# **Job Description and Person Specification**

## **Role Summary**

The Head of Careers and Student Enterprise leads the creation and delivery of high profile strategy for employability and transformational experience for student and graduate success and high skilled outcomes. Leading collaboratively, you will be responsible for the delivery, quality and impact of careers services for students, graduates, colleges, employers and community organisations. You will be proactive in achieving the philosophy of the Centre for Student Life.

You will develop and manage a team of careers professionals. Delivering strategic and managerial direction and support, you will be actively engaged with professional networks, build productive relationships and be creative in identifying new opportunities and delivering innovative solutions. The partnerships that you and the team develop with employers and organisations will create opportunities for students to gain new skills and experiences, explore career opportunities, network and build successful careers. The advice and guidance, employability and enterprise programmes, resources and awards you oversee will engage and inspire students and graduates. Employability will be embedded throughout the student and graduate experience, including through excellent academic liaison. As a member of the leadership team, you will lead service development, manage operational planning and implementation, and ensure delivery of relevant projects. You will provide strategic direction for the Service; aligning and prioritising resources to ensure operational effectiveness, working in partnership with Service leaders for the Library, Employability, and Student & Graduate Experience, and deputising for the Head of CSL as appropriate.

As a senior member of the Centre for Student Life, you will play a significant role in the development of the whole student lifecycle approach to access and student and graduate success across the University and will influence University strategy.

## **Principal Accountabilities**

1. Provide strategic direction, prioritisation and evaluation of impact of the University approach to employability and enterprise, including continuing to improve the KPI for graduate outcomes, in line with the University Strategic Framework. To lead the preparation and engagement in the Graduate Outcomes dataset development and plan, with Colleges and senior University members for the achievement of targets for the employability KPIs.
2. Provide strategic leadership for the development of sector leading practice in employability curriculum and services and employer engagement, and the development of services. To be a proactive member of the CSL leadership team.

* Shape the vision for the employability and cross-campus experience and build the team to make vision a reality for all interaction with clients.
* Represent the service and deputise for the Head of CSL
* Adopt a collaborative leadership style to take forward strategic development and projects to create and deliver innovative and impactful employability services with stakeholders.
* Lead and develop services to meet the needs of FE learners
* Offer high level of professional and expert advice to inform University strategy.
* Develop robust business and project plans and be accountable for implementation, achievement of targets and standards.
* Recruit, lead, manage and develop the team.
* Evaluate the impact and establish robust procedures and practice.

1. Develop, lead and manage the Student Employment and Enterprise plan and services for students, graduates, employers and other external organisations.

* Seek to leverage the benefits from existing services, develop new offers and build relationships to maximise impact for student development and graduate destinations.
* Create new services for student and graduate enterprise, maximising the impact of external funding, ensuring compliance with funding requirements and achieving outputs.
* Deliver high quality and relevant services for all stakeholders.
* Accountable for implementation of service development plans, achievement of targets and standards of service.
* Recruit, manage and develop a team of professionals.
* Design and deliver services, which engage, inspire and make a positive impact on employability and enterprise.
* Establish robust procedures and practice to assure the quality of the experience of all service users.

1. Build relationships with employers, community organisations, and professional service colleagues to deliver the employability ambitions of the University.

* Ensure effective integration with professional services and academic teams to deliver an excellent student experience.
* Ensure an integrated approach to engagement with employers and community organisations, and collaborate with colleagues, as appropriate, to share commercial contacts and fulfil opportunities for recruitment and development of students.
* Collaborate with Colleges in a framework of mutual accountability for graduate outcomes.
* Enhance the reputation of the University as a source of talent for business and entrepreneurs.
* Connect students and businesses in innovative ways to realise strategic objectives related to employability.
* Grow income generation and secure new external funding from appropriate sources to deliver the strategic objectives of the service.
* Establish the service as a credible source of business intelligence regarding the needs of employers, the graduate labour market and employers’ experiences of recruiting Derby students and graduates.
* Build networks in the profession, be aware of sector comparators and developments, and research new opportunities.

1. Lead collaboratively with the CSL Leadership and Management Team to develop and implement centre-wide approaches to marketing, events, student journey and transitions, learning and skills development.
2. Share expert knowledge, skills and experience to benefit the University in terms of employability and graduate success.
3. Take accountability for the financial management of the service, investing agreed budget to make maximum impact on agreed strategic targets and identifying opportunities for innovation. Seek to extend income generation through commercial use of services such as the Student Employment Agency, and externally funded projects, in order to enhance the quality of our services.
4. Manage resources to deliver best value, including leading the developing the team, innovating and maximizing impact, managing budgets and projects and making effective use of technology.
5. Promote equality and diversity for students and staff and sustain an inclusive environment.
6. Evaluate the impact of services and enhancement of practice to ensure continuous improvement.
7. Develop and maintain an external profile. Engage with relevant national and international debates and with professional institutes and practitioner societies.

This is not a complete list of all duties and responsibilities, the post-holder may be required to undertake other duties commensurate with the level and skills/qualifications of this role.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

#### Honours degree.

#### **Experience**

#### Significant experience working in a relevant field such as careers, graduate/corporate recruitment or talent development.

#### An understanding of the changing dynamics of the graduate labour market, recruitment practices of employers and implications of relevant legislation.

#### Proven delivery of operational targets derived from wider strategy.

#### Experience in designing solutions, which meet market/client needs.

#### A good understanding of, and ability to work with, relevant online resources and social media.

#### Significant experience of effective liaison and networking, and the building of successful working relationships within and between organisations.

#### Excellent knowledge of the current national and international job market.

#### Demonstrable experience of managing and motivating teams to achieve impact targets.

#### **Skills, knowledge & abilities**

#### Ability to promote employer and community engagement at a strategic level.

#### Ability to represent the University and the Service externally to employers and community organisations; to build productive, quality relationships.

#### Ability to assimilate changes in the sector which impact on the service and respond appropriately.

#### Excellent communication (written and verbal), including strong negotiation and influencing skills.

#### Excellent management and co-ordination skills.

#### The ability to determine new partners based on sector knowledge.

#### Commitment to outstanding customer service and continuous quality improvement.

#### The ability to set appropriate service targets and monitor implementation of development plans to achieve desired impact.

#### Strong business skills and commercial acumen and ability to manage budgets.

### **Desirable Criteria**

#### **Qualifications**

#### Relevant postgraduate qualification.

#### Membership of relevant professional bodies.

#### **Experience**

#### Experience of effectively managing budgets and determining and monitoring appropriate financial arrangements between partner institutions.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)