



Candidate Brief for the position of Director of Graduate Outcomes and Enterprise

June 2021

Welcome from the Vice-Chancellor

Dear Colleague,

Thank you for your interest in Leeds Trinity University and the position of Director of Graduate Outcomes and Enterprise.

We are in an exciting time at the University, as we develop our strategic plan for the 2021 academic year and beyond, with our focus on providing an excellent student learning experience. We are committed to delivering excellent student outcomes, achieved through a distinctive employability-focused educational offer, and we pride ourselves on being the University where our students are a name, not just a number.

As an institution, we also have ambitions to be renowned for research excellence with a focus on research and knowledge exchange engagement, and all colleagues will play a part in this. In this role, you will be responsible for leading the University's careers, employability and placements-related partnerships. You will have the ability, knowledge and experience to provide strategic input and sector insight for the University Executive and to support and develop a high-performing team focused on the achievement of the University's Strategic Plan.

We are growing as an institution and this role will play an integral role in delivering the University's strategy, in particular supporting our ambitions for research excellence and driving forward applied research and knowledge exchange activity. We are also working towards achieving full Research Degree Awarding Powers (RDAP).

We are committed to providing an open and welcoming environment for all, whatever their background or belief, and in November 2020 we became the first university in Yorkshire to receive the Race Equality Charter Bronze Award. The Director of Graduate Outcomes and Enterprise will be proactive in supporting this inclusive culture of our organisation.



We look forward to receiving your application.

With best wishes,

A handwritten signature in black ink that reads "Charles Egbu". The signature is written in a cursive, flowing style.

Professor Charles Egbu
Vice-Chancellor

About Leeds Trinity University

A small university with a big reputation, Leeds Trinity University is renowned for teaching excellence and producing highly employable graduates.

We are the only university in the country to offer and embed compulsory professional work placements into every undergraduate degree programme, and work with thousands of businesses annually to offer students degree-relevant industry experience.

We're committed to delivering outstanding teaching led by research, scholarship and practice, which has earned us national acclaim for the quality of our teaching. Our teaching staff have extensive professional experience in their fields and many are active researchers, contributing to our increasing reputation for research excellence. We're also investing in the development of the next generation of researchers by developing our postgraduate research community.

We're committed to ensuring everyone in our community, whatever their faith, feels supported and valued. Leeds Trinity has always been characterised by this sense of community spirit, offering a truly personalised university experience that has enabled students to flourish for more than 50 years, with a focus on widening participation.

- Over 4,200 students study on our campus across our portfolio of undergraduate, postgraduate, foundation, work-based learning and apprenticeship degrees.
- We're the top university in Yorkshire for learning community (National Student Survey 2020), with our students receiving the personal support they need – in and out of the classroom – to achieve their full potential.
- 97% of our graduates are in employment or further study 15 months after graduating (Graduate Outcomes, Higher Education Statistics Agency (HESA), published 2020).





Vision, Mission and Values

Care for our students, our staff, our partners and the wider community lies at the heart of our culture and is the embodiment of our values in action.

Our Vision

We will be renowned for developing well-rounded and experienced graduates equipped to build fulfilling futures and as a leading university for student, staff, partner and community engagement.

Our Mission

Leeds Trinity University transforms lives by providing a unique and rich combination of academic, professional and personal development in an inclusive and nurturing university community.

The University is here to make a difference to the people, the professions and the places that we serve. We provide unique educational experiences that are focused on the individual and informed by our Catholic faith foundation.

We actively promote the principles of dignity, respect, social justice, equality and inclusion to support the social and economic health and wellbeing of every person in our University community.

Our Values

Our actions and behaviours are guided by our values of:

Care - we want everyone we work with to feel that we genuinely have their interests at heart and that they are constantly and consistently valued and supported by us.

Collaboration - we are driven by mutual respect, teamwork and effective partnerships.

Integrity - we are honest, open, ethical and fair. People trust us to adhere to our word.

Excellence - we aspire to be the best, to deliver to the highest standards and to continuously improve on our performance.

Inclusivity - everyone at Leeds Trinity University is valued, respected and encouraged to contribute, and everyone has the same rights, status and opportunities.

Student Experience

Leeds Trinity places students at the heart of all its activities. The student is viewed holistically and the “student experience” is taken to mean a student’s academic and non-academic life at the University. We constantly strive to improve the student experience, gathering invaluable feedback from the National Student Survey and internal survey mechanisms. Academic and support departments consider the survey data and make plans to further improve satisfaction in their areas. We also strive to ensure that we provide the opportunities for students to excel in their field of study and for this to be acknowledged through their attainment; which is designed to be both aspirational and realistic so that they truly fulfil their potential.

We are not a huge, faceless organisation. Consequently, we genuinely engage with students as individuals, not just as another face in the crowd. Students and staff are often surprised how quickly they get to know other members of the University. Everyone who comes here tells us this makes for a very supportive environment and, we think, the best possible student experience.

The History of the University

The origins of Leeds Trinity can be traced back to two Catholic teacher training colleges, Trinity College and All Saints College, founded by the Passionist Sisters and the Catholic Education Service in 1966. Their mission was to provide the best educational opportunities possible for the children of the poor and to actively support social justice – aspirations that Leeds Trinity still maintains. For more than 50 years, the institution has evolved and developed, achieving full university status in December 2012.



Work with us at Leeds Trinity University



Director of Graduate Outcomes and Enterprise

Hours of Work: Full-time (1.0fte)

Duration: Permanent

Salary: The starting salary will be in the range of £70,000-80,000 per annum

We are seeking to appoint an exceptional leader as Director of Graduate Outcomes and Enterprise. The successful candidate will take on the role of strategic lead of the University's careers, employability and placements-related partnerships, acting as senior representative of the University internally, regionally, nationally and internationally.

You will be responsible for ensuring high-quality provision of student opportunities and high graduate employment outcomes, working with academic colleagues and teams to embed quality-assured employability and careers related content in academic programmes and facilitating outstanding partnership work for international and Initial Teacher Education.

The ideal candidate will have the ability to provide strategic input and sector insight for the University Executive and to support and develop a high-performing team focused on the achievement of the University's Strategic Plan. You will have experience of leading institutional development of policies, practice and service related to careers, placements and graduate employability to address requirements of Graduate Outcomes, Access and Participation and the Teaching Excellence Framework. High-level specialist knowledge of this area, along with knowledge of pedagogic practice and innovation to support embedding of employability and careers-related content in academic programmes is critical to the role.

This role will require a clear strategic thinker with strong influencing skills and an outstanding track record of maintaining effective personal and professional relationships both inside the University and with external partners, including industry.

To apply for this post or for an informal discussion, please contact Mark Holleran at TalentEdu who have been exclusively retained for this post: m.holleran@talentedu.co.uk or telephone: +44 (0) 203 290 2907. Further information can be found at <https://talentedu.com/ltu/>

Closing date for applications: Sunday 18th July 2021

Interviews for this post are expected to take place on 10th or 11th August 2021

Shortlisted candidates will be offered the opportunity to visit the campus for an accompanied tour.

Leeds Trinity University values diversity and inclusion and particularly encourages applications from the following groups as they are currently under-represented at this level within the University: Women, LGBT+ and Black, Asian and Minority Ethnic applicants, as well as candidates with disabilities, whether hidden or otherwise. The University will consider all forms of flexible working arrangements.



Job Description

Job title:	Director of Graduate Outcomes and Enterprise
Department:	Partnerships, Placements and Employment
Responsible to:	Deputy Vice-Chancellor
Line management responsibility:	Professional Placements Team, ITE Partnerships Team, Graduate Employment Team, International Advisor, UK Partnerships Placement Staff

Purpose of post:

Strategic lead of the University's careers, employability and placements-related partnerships. This post will lead the service to provide: High-quality provision of student opportunities and service; high graduate employment outcomes; liaison with academic teams to embed quality-assured employability and careers-related content in academic programmes; high-quality and sustained employer relations and professional networks, and outstanding partnership work for international and Initial Teacher Education. Strategic input on employability and sector insight for University Executive, institutional steering groups and external HE forums. Senior representative for the University regionally, nationally and internationally. Strategic Lead on Employer Advisory Boards and other institutional employability initiatives for the achievement of corporate targets.

Main duties and responsibilities:

1. Lead the institutional strategy for employability and careers to meet corporate ambitions for Graduate Outcomes, Access and Participation and the Teaching Excellence Framework, along with other external targets and league tables.
2. Lead and manage the placements and careers teams, establishing and sustaining effective strategy, operations and service around quality-assured professional placements, driving outstanding employer engagement, enhancing graduate employability prospects and ensuring appropriate data tracking for all activities to meet institutional targets and external benchmarking.
3. Lead on Professional Placements strategy for all UG degree programmes, including targeted business development, high-quality student information, advice and guidance, working with academic staff to develop and embed content to support delivery of employability programmes and development of high-level graduate attributes in the student-body.
4. Seek opportunities to innovate in all elements of the role, especially the use of digital technology.
5. Lead direct Business-University engagement and development to ensure a rich employer database for placements and a range of other employer initiatives, including apprenticeships, work-based learning, knowledge exchange and research in addition to placements and graduate employability.
6. Lead on School Partnerships for Initial Teacher Training programmes, including the development of new partnerships and models of delivery, profile and communications, quality assurance, training, reviews and external moderation, systems, NQT liaison and measurement of employment destination outcomes.
7. Lead the Leeds Trinity Business and Education Networks, representing the University in the Leeds city-region and maintaining a high profile within the local business and education communities.
8. Lead the University's international student mobility strategy in response to institutional

ambitions, including key point of contact for international partnerships and collaborations, study abroad and international placements.

9. Act as a senior representative of the University internally, regionally, nationally and internationally, contributing to sector skills and graduate retention panels across Leeds city region and bringing labour market intelligence into the region and institution.
10. Contribute externally to sectoral good practice by delivering conference papers, providing case studies, making award submissions and representing the University at such events and internally by participation in a range of University committees and groups.
11. Be responsible for the Graduate Outcomes survey for the University, ensuring that appropriate processes are in place to track student progress from admission to graduation and the early years of their employment; lead action planning to increase graduate employability outcomes through liaison with academic teams, targeted business development, robust employer referral systems, proactive student engagement and subsequent analysis of outcomes.
12. Lead on University-wide Employer Advisory Boards and Fora to ensure ongoing collaboration with industry, employer input into curriculum design and developments, employer engagement in new degree and curriculum development and regular sector updates.
13. Contribute significantly to external funding bids for curriculum development and employability projects, securing and evidencing employer support and working collaboratively with University partners and employers through these projects.
14. Manage the coordination of third sector partnerships and volunteering activity, both accredited and extra-curricular, and lead on the Leeds Trinity Volunteering Network.
15. Ensure the quality assurance of all partnerships and placements, ensuring that systems work effectively to support and enhance quality and inform internal and external requirements including annual review, periodic review, external examiner scrutiny and audits, including QAA, matrix standards for IAG and OFSTED inspection.
16. To produce reports, data and management information as required by the Board of Governors, Executive and other senior staff, including all placement, partnerships, employment and international reports on activity, reviews, and destination data and outcomes.
17. Manage a significant budget to include four separate departmental budgets and be responsible for all payments to partner schools for school-based training and mentoring.
18. To comply with current health and safety requirements, work with relevant University policies including equal opportunities and participate fully in the professional development review scheme.
19. To carry out any other duties, commensurate with the grade of the post, as may reasonably be directed by the line manager after due consultation.

The postholder is required to apply the University's Equality, Diversity, and Inclusion Policy in their own area of responsibility and in their general conduct.

This job description is current on the date shown below. It is liable to variation by the Vice-Chancellor to reflect or anticipate University developments and changes in the requirements of the post.

June 2021

Person Specification

No.		Assessed by: Application - A Interview - I Presentation – P
Essential		
Qualifications		
1	Good honours degree in a relevant area or equivalent.	A
2	High-level professional practice and industry experience.	A
Experience		
3	Leading institutional development of policies, practice and service related to careers, placements and graduate employability to address requirements of Graduate Outcomes, Access and Participation and the Teaching Excellence Framework.	A
4	Developing, leading and evaluating the implementation of strategy related to careers, placements and employability.	A, I
5	Leading innovation related to careers, placements and graduate employability, including online and blended delivery and technology-enhanced learning.	A, I, P
6	Targeted business engagement and development to support professional placements and a range of other employer initiatives, including curriculum development, apprenticeships, work-based learning, knowledge exchange and research.	A, I
7	Contributions to policy and labour marketing initiatives, sector bodies and professional organisation.	A, I
8	Data tracking to meet institutional targets and external benchmarking.	A, I
Knowledge		
9	High-level specialist knowledge around careers, placements, graduate employability and related policy.	A, I
10	Pedagogic practice and innovation to support embedding of employability and careers-related content in academic programmes.	A, I
Skills		
11	Good interpersonal, IT, presentation, team working and communication skills including digital skills and online delivery.	P, I
Personal Qualities		
12	Ability to develop and maintain effective personal and professional relationships both inside the University and with external partners, including industry.	I
13	Commitment to equality, diversity and inclusion.	A, I
Desirable		
Qualifications		
14	PhD.	A, I
Experience		
15	A record of, or potential for, income generation through knowledge exchange activity, and/or measurable impact through research.	A, I



Leeds Trinity University
Horsforth, Leeds
LS18 5HD

Tel: 0113 283 7100

leadstrinity.ac.uk



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@leadstrinity



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