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| Last updated: | 28th September 2022 |

**JOB DESCRIPTION**

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| Post title: | **Employability Partnership Manager** |
| School/Department: | Careers, Employability and Student Enterprise (CESE) |
| Faculty: | Student Experience Directorate (SED) |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| Posts responsible to: | Associate Director Faculty Engagement |
| Posts responsible for: | Careers Consultant(s) for the faculty |
| Post base: | Office-based (see job hazard analysis) |

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| Job purpose |
| To be responsible for the leadership, operational management and development of careers, employability and student enterprise activity within a named faculty, as delivered by CESE directorate, and provide advice and guidance to faculty on any such activity delivered by faculty staff. The post holder will lead proactive engagement with faculty colleagues, using analysis of relevant data sets, and expertise in diagnosing responses to improve graduate outcomes, to make recommendations for future actions. The postholder will engage in discussions with senior faculty / school colleagues to agree plans for service delivery and then work in partnership with CESE heads of operations and Associate Directors to fulfil these delivery plans. The postholder will seek opportunities to join relevant faculty or school committees / meetings / working groups to promote understanding of careers, employability and enterprise activity, the relevant data sets and to update on any relevant developments in the sector.The postholder will also work with the Associate Director Faculty Engagement to deliver any agreed work on embedding employability and enterprise in the curriculum, supported by faculty facing careers consultants.The postholder will also have a faculty caseload to deliver in conjunction with faculty facing and specialist careers consultants. |

| Key accountabilities/primary responsibilities | % Time |
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|  | Provide leadership and oversee the development and setting of the direction of all areas of careers, employability and student enterprise activity as delivered by CESE in line with the Employability Action Plan, Education and Student Experience Strategic Plans and University Strategy, including: * Identifying how best to develop and deploy CESE resources to meet the current and future careers and employability needs of students within the faculty, based on detailed analysis of relevant data sets (engagement, Careers Registration, Graduate Outcomes Survey (GOS)) and discussions with CESE management team on capacity / priorities
* Ensuring annual faculty / school employability action plans are developed, agreed and implemented to support excellent and exemplary service delivery
* Providing clear and timely communication to relevant faculty staff and stakeholders on day-to-day operations changes and developments, in conjunction with faculty careers consultants
* Taking overall responsibility for production of faculty / school annual reports in conjunction with faculty careers consultant(s)
* Raising the profile of the work of CESE across faculty
* Ensuring that the function has appropriate access to students in faculty / schools and sufficient facilities to deliver the annual plans
* All aspects of line management of faculty careers consultant(s), including encouraging a culture of continuous improvement and innovation to support successful futures for students
 | 35 % |
|  | To work with faculty careers consultant(s) to design and deliver effective careers education, information, advice, guidance and other support, helping clients to acquire the skills and resources necessary to plan and manage their careers and to secure appropriate employment or further study, including:* Interactive group work, experiential learning, presentations and online and blended learning. These can be embedded within or linked to a specific academic curriculum or through open activities in addition to the curriculum
* 1:1 guidance / coaching interactions
* Signposting to core CESE service delivery or relevant specialist support (WP, PGR, international etc)
* Supporting the embedding of careers, employability and enterprise within the curriculum (under the guidance of CESE senior leadership)
* Advising faculty / school staff on request on careers, employability and enterprise content of new / revised programme proposals
* Maintaining up-to-date labour market insights and sharing good practice in graduate recruitment
 | 30 % |
|  | Develop and maintain productive relationships with key faculty / school staff to ensure a cohesive and consistent approach to service delivery, including:* Represent CESE at school / faculty meetings and events, leading and contributing to committees and working groups, delegating to faculty careers consultants as appropriate
* Deliver briefings / workshops / training for faculty staff in careers, employability and enterprise matters as required
 | 20% |
|  | To contribute, as a member of CESE management team, towards broader initiatives to ensure a high quality, accessible and client centred service inc: * Cross service / University projects, working groups or initiatives which support the achievement of Southampton’s and the CESE’s objectives and enhancement of the student experience as part of SED, as determined by the Director of CESE
* Achievement and maintenance of agreed quality standards and external quality accreditation through on-going review of practices, contributions to the assessment process and the delivery of high quality, measurable outcomes (eg Customer Service Excellence, AGCAS Quality Membership Standard)
* To develop and regularly update skills, through membership of AGCAS learning opportunities, relevant training courses and good practice groups, to ensure current industry standards are met, maximising use of the AGCAS Professional Pathways to support career development
* To promote and exemplify inclusive working practices and strive for diversity within the organisation and its services, ensuring that that you are aware of and aligned with University of Southampton’s strategic objectives on Equality and Diversity
* Participate as appropriate in cross-functional activities at times of peak demand to support colleagues across Student Experience Directorate (SED) such as international student registration, open days and student recruitment events; confirmation and clearing
 | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Internal * Faculty and school senior management
* Student Body
* CESE staff
* Professional Services staff

External * Employers / sector bodies
* Professional bodies (eg AGCAS, ISE, EEUK)
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| Special Requirements |
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| * Demonstrate Southampton University behaviours (Embedding Collegiality – see below)
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | A recognised professional qualification or postgraduate degree in careers and employabilitySignificant experience within HE careers and employability sufficient to demonstrate expertise in careers guidance and confidence working with a wide range of stakeholdersAble to demonstrate an authoritative awareness of the theory and practice of careers, employability and student enterprise and an ability to use this to tackle broad faculty prioritiesProven experience of building effective relationships and managing services outcomes to the best effect of a user group An understanding of the wider strategic picture in relation to HE careers and employability and the graduate labour market  |  | ApplicationApplication/InterviewApplication/InterviewInterviewApplication / Interview |
| Planning and organising | Proven ability to plan and manage significant new activities, ensuring plans complement broader organisational strategyProven ability to manage and prioritise own work, work of different teams and organisational goals simultaneouslyProven ability to set and deliver measurable short, medium and long term goals in the form of business / action plansProactive and responsive approach to work tasks or requests  |  | InterviewInterviewInterview Application/Interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve themProven ability to make decisions and own these decisions with confidence, authority and ultimate responsibilityProven ability to use rigorous data collection and analysis to inform decision making and trouble shoot problems effectively | Able to respond to changes in labour market and institutional environments to develop new concepts / original ideas  | Application/InterviewApplication/InterviewInterview |
| Management and teamwork | Proven experience of leading successful teams of peers or staff who are not direct reports Proven ability to provide expert guidance and advice to colleagues to resolve complex problemsTeam player, able to work collaboratively with others to disseminate and share knowledge and information | Experience of line management | Application/InterviewInterviewInterview |
| Communicating and influencing | Excellent presentation and verbal skills, with ability to communicate confidently at all levelsAbility to use and promote use of qualitative and quantitative information to critically evaluate, demonstrate and improve the effectiveness of activitiesAble to persuade, influence and collaborate with a wide range of faculty colleagues, with an ability to negotiate effectively on behalf of the DirectorateExcellent writing skills with ability to produce and present complex issues in a focused, succinct, professional, and persuasive manner (eg reports, papers and guidelines)Proven ability to collaborate with a range of people, including internal and external stakeholders, to build and maintain effective relationships |  | Application/InterviewApplication/InterviewApplication/InterviewApplication/Interview |
| Other skills and behaviours | A commitment to professionalism, actively supporting equality and diversity and the delivery of high quality service and client satisfaction levels, both internally and externally |  | Interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles (eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

