

Candidate Information

Position: Postgraduate Enterprise Consultant
School/Department: The Graduate School
Reference: 23/111198
Closing Date: Friday 1 September 2023
Salary: £37,099 - £44,263 per annum
Anticipated Interview Date: Thursday 21 September 2023

JOB PURPOSE:

The post-holder will enhance the entrepreneurial skills of postgraduate students by developing and delivering a range of enterprise-related activities and initiatives as part of the wider Postgraduate Employability and Enterprise Team. The post-holder will also contribute to the development and growth of The Graduate School provision and overall postgraduate student experience.

MAJOR DUTIES:

1. To design, develop and deliver a range of innovative enterprise-related programmes and initiatives at postgraduate level. The programmes are designed to support the development of key entrepreneurial skills, mindsets and attributes and provide further guidance to postgraduate students exploring a range of career pathways including self-employment. Examples would include creative confidence workshops, ideas generation workshops and research commercialisation programmes.
2. To enhance the postgraduate student experience and develop an entrepreneurial environment with the Graduate School as a hub, through the delivery and facilitation of cross-disciplinary initiatives, evening events and activities for postgraduate students, alongside Schools and other key stakeholders.
3. Organising and planning significant events, workshops, programmes and initiatives, coordinating arrangements taking into account issues of cost and timescale. Monitor and evaluate delivery across postgraduate enterprise activities and provide evaluation reports on an agreed basis to relevant managers.
4. To collaborate with colleagues within the Postgraduate Employability & Enterprise Team to design and develop experiential learning opportunities, where students can apply their skills to support them in their future career pathways.
5. To collaborate with the Postgraduate Impact Consultant across 'Social Innovation' and 'Social Enterprise' programmes and initiatives, with activities aligned to Queen's Social Charter Principles.
6. To collaborate with University-wide partners, as well as create connections with a range of community partners to support in the delivery of key programmes and initiatives.
7. To collaborate with academic and related staff as well as central units across the University, to enhance opportunities for postgraduate students and enhance entrepreneurial skills development within their studies.
8. To support in the development of promotional and engagement materials for enterprise related activities and work closely with the Graduate School central administrative team to manage and increase participation on programmes.
9. Responsible for development and effective utilisation of budgets for events, programmes and initiatives. Maintain financial and other records on events, programmes and initiatives.
10. To establish and implement mechanisms for eliciting ongoing student feedback, to support in the future development of demand-led initiatives.
11. To represent the Directorate and/or Graduate School on University committees and/or advisory boards and external bodies.
12. Undertake any other duties that might arise and that are in keeping with the grade of the post and as required by the Postgraduate Employability and Enterprise Manager to meet the demands placed upon the Graduate School and the wider Directorate.

ESSENTIAL CRITERIA:

1. A primary degree or equivalent qualification. OR substantial recent relevant experience as outlined below.

2. Significant recent relevant experience of successful delivery of innovative enterprise-related programmes, events and initiatives, providing skills development in a post-compulsory education context (i.e. HE/FE/commercial/industry).
3. Relevant experience identifying entrepreneurial skill development needs, and developing and delivering programmes, courses, events or initiatives to address the needs.
4. Relevant experience of building relationships and working collaboratively with a range of partners to develop and deliver programmes or initiatives.
5. Demonstrable experience of role modelling entrepreneurial skills, mindsets, and behaviours.
6. Relevant experience of successful project management, including team and budget management.
7. Demonstrable understanding of the role of enterprise skills and the importance of building an entrepreneurial environment within the postgraduate student experience.
8. Evidence of creative problem-solving, analytical, and organisational ability.
9. High level of oral and written communication skills.
10. Ability to communicate with, influence and relate well to people at all levels both internally and externally.
11. Ability to respond to new challenges and a bias towards action.
12. Ability to use initiative and self-motivate, working with minimal supervision.
13. Ability to work as a member of a team.
14. Ability to prioritise, work to tight deadlines and under pressure.
15. Committed to providing a high-quality, customer-orientated service.
16. Need to work irregular hours on occasions when work pressures require.
17. Periods of restricted annual leave (Sept/Oct).

DESIRABLE CRITERIA:

1. Relevant professional or postgraduate qualification.
2. Recent relevant experience in a HE/FE environment.
3. Relevant experience of developing web-based resources, online or distance learning opportunities.
4. Recent relevant experience working in an HE/FE or a similar environment.
5. Relevant experience of managing delivery and/or contributing to the delivery of skills training and development programmes.
6. Experience of delivering presentations.
7. Demonstrable knowledge of national developments in postgraduate education and doctoral programmes.
8. Demonstrable knowledge of national and University policies and codes of practice in relation to postgraduate education and doctoral programmes.
9. Demonstrable ability to lead teams to achieve objectives.