



## Candidate Information

<b>Position:</b>	Employability and Skills Development Officer
<b>School/Department:</b>	Faculty Office AHSS
<b>Reference:</b>	23/111221
<b>Closing Date:</b>	Monday 25 September 2023
<b>Salary:</b>	£37,841 - £45,148 per annum
<b>Anticipated Interview Date:</b>	Friday 13 October 2023
<b>Duration:</b>	Permanent

### JOB PURPOSE:

This post is available within Faculty of Arts, Humanities and Social Sciences. The post holder will work as part of a team to lead and manage the development of cross faculty programmes and opportunities (locally, nationally, and internationally) that will improve and develop students' employability skills that will ensure all our students are provided with the support they need to complete their studies and the opportunities they need to maximise their personal and professional development.

This will include improving existing and developing new student focused bespoke employability programmes and developing relationships with local, national, and international employers to identify new opportunities for students at both undergraduate and postgraduate levels.

### MAJOR DUTIES:

1. To use a partnership approach to work with staff, students, and wider stakeholders to develop new opportunities that will improve and develop employability skills for students at both undergraduate and postgraduate levels.
2. To nurture and enhance relationships with new and existing employers, partners and stakeholders to identify skills and recruitment needs to help embed employability into the curriculum.
3. To liaise with employers to facilitate face to face student-employer interactions via employer events, masterclasses, and embedded School activity.
4. To liaise with employers to assist with information requests, problems and enquiries.
5. To support schools developing new programmes that include placement provision (local, nationally, and internationally) including opportunities for gain global experience, while providing support, advice and recommendations across AHSS to ensure the ongoing development of skills-based opportunities to students.
6. To assess and review the employability needs of international students to ensure appropriate provision is provided.
7. Maintain a detailed performance management framework for employability and skills-based project activities, producing Key Performance Indicator data (KPI) and input into performance reports as required.
8. Undertake any other duties that might arise within the remit of the post.

### ESSENTIAL CRITERIA:

1. Educated to degree level, or equivalent qualification.
2. A minimum of 3 years' relevant experience of client-facing service including:
  - Relevant recent experience in identifying and managing programmes and opportunities that improve and develop employability skills OR facilitating career and/or employability/personal development OR facilitating employer engagement;
  - Experience of managing information resources to provide high quality services to a diverse client base;
  - Experience of analysing complex information and contributing towards decision-making; and
  - Hand-on experience in the organisation and delivery of events.
3. A comprehensive knowledge and understanding of the rapidly changing operation and culture of higher education and, in particular, of developments in support for Employability and Skills.
4. Exceptional IT skills with strong knowledge of Microsoft Office suite (e.g., Excel, Word, PowerPoint).
5. Excellent oral and written communication skills with proven ability to produce clear and concise written material.

6. Ability to work independently as a proactive self-starter, focusing on delivering outcomes.
7. Ability to prioritise and manage own workload and meet tight deadlines.
8. Ability to respond to change and adapt to new challenges, whilst delivering high levels of customer service.
9. Ability to work as a team player and be able to negotiate and consult with those engaged internally and externally.
10. Ability to handle difficult situations in a calm and diplomatic way.
11. Willingness to work irregular hours on occasion, and to work flexibly and able to travel in the UK, Ireland and abroad.

**DESIRABLE CRITERIA:**

1. Experience of supporting international programmes or international students.
2. Experience of delivering client facing services within a Higher Education context.
3. Experience of the employment sector related to Arts, Humanities and Social Sciences disciplines.
4. Experience of using a project management tool such as Microsoft Project to organise and deliver a wide range of programme and projects within a tight timescale.