

## **Job Description**

<b>Position:</b>	Skills and Opportunities Manager
<b>School/Service/Centre:</b>	Jobs for Students
<b>Reference:</b>	JFS-011/P
<b>Grade:</b>	Grade 8
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time – 36.25 hours per week
<b>Responsible to:</b>	Director of Jobs for Students
<b>Responsible for:</b>	Bolton Award Officer/Employer Engagement Consultants

### **Main Function of the Post:**

You will manage and motivate a high performance professional specialist employment team that develops and enhances the workplace skills and employability of our students and recent graduates through the provision of graduate jobs, internships and employment opportunities.

You will work collaboratively with, and support colleagues to create and deliver innovative University-wide employment initiatives and projects, that boost student/recent graduates' employability and improve the University's graduate outcomes. .

You will establish productive partnerships with employers in public, private and voluntary sectors and demonstrate a thorough understanding of the graduate recruitment market locally, regionally and nationally.

You will contribute to the planning and implementation of the University's Employment Strategy and drive the implementation of the employment strategy by improving the effectiveness of the students' engagement with the employment market and increasing their employment opportunities and prospects.

You will maintain up-to-date expertise pertinent to the role, entering into CPD and dialogue with fellow practitioners across Higher Education, so as to keep pace, and purposefully innovate, in an ever-changing environment.

### **Principal Duties and Responsibilities:**

1. Manage and take an operational lead on the vision, planning and delivery of employment services across the University which contribute and enhance student and graduate employability.
2. Manage significant employer recruitment campaigns either directly, or through others, to secure graduate jobs for the University's students and recent graduates, this includes on and offline approaches using industry-standard practices.

3. Evaluate and analyse University performance in employer engagement delivery (drawing also from external knowledge and networks) so that new strategies might be developed ensuring students' needs are met and the University's reputation in this area is maintained and improved.
4. Collate and interpret relevant data to measure the impact of employment services that can be used to meet internal and external requirements.
5. Lead the review and development of appropriate employment opportunities within the curriculum and take a lead on the operational oversight of Industry Advisory Boards.
6. Maintain and develop key internal stakeholder relationships, including colleagues in academic areas, Students' Union, student services and experience and the Director of Employer Partnerships, to ensure the effective and joined-up delivery of employment activities across the institution, and to oversee Faculty employment plans.
7. Establish and monitor appropriate and regular management information on employment activities in order to report back on impact of services and address reputational or delivery issues in a timely way.
8. Lead on the development of IT/CRM systems within the team to ensure that employer engagement interactions are co-ordinated effectively and to facilitate monthly performance reporting against targets/KPIs.
9. Ensure that students and recent graduates are made aware of support services through a variety of communication channels, targeting appropriately, using data and intelligence.
10. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy.
11. Identify, build and ensure collaborative and effective working relationships with a wide range of stakeholders outside the University in order to be a University source of expertise and advice about labour market developments.
12. Lead the identification and management of risks to the delivery of services through the continuous and regular monitoring of processes.
13. Operational lead for key careers and employment projects which support our institutional employability efforts such as the Bolton Award and the HEAR.
14. Proactively seek external funding opportunities to enhance and innovate the services on offer to students and recent alumni.
15. Seek feedback from students to inform services and tailor accordingly.

**Additional Information:**

Work additional hours in the evenings and weekends for events such as clearing, enrolment, open days and special events.

## **Person Specification**

Position: Skills and Opportunities Manager		Reference:	
School/Service/Centre: Jobs for Students		Priori	
Criteria		(1/2/3)	Method of Assessment
<b>1</b>	<b>Qualifications</b>		
1 a)	Degree and/or proven track record with the skills and experience relevant to the requirements of the role	1	Application Form/Documentation
1 b)	Post-graduate management qualification	2	Application Form/Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Able to demonstrate innovation in systems and service delivery and/or the introduction of new services	1	Application Form/Interview/Presentation
2 b)	Knowledge of the current graduate recruitment market and of graduate employer's recruitment needs	1	Application Form/Interview/Presentation
2 c)	Excellent IT skills, and the ability to manipulate and analyse data and write reports	1	Application Form/Interview
2 d)	Able to establish collaborative relationships with colleagues internally across the University and externally with partners/employers	1	Application Form/Interview
2 e)	Excellent oral and written communication skills	1	Application Form/Interview
2 f)	Organised and able to prioritise workloads	1	Application Form/Interview
<b>3</b>	<b>Experience</b>		
3 a)	Experience of supervising staff and managing operational issues	1	Application Form/Interview
3 b)	Experience of managing recruitment processes	1	Application Form/Interview
3 c)	Experience of working effectively across teams and departments	1	Application Form/Interview
3 d)	Experience of using CRM/systems that can manage stakeholder interactions and track job applications	1	Application Form/Interview/Written Assessment
3 e)	Experience of managing a range of employability projects and initiatives for students	1	Application Form/Interview
3 f)	Experience of working in Higher Education	2	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Well-developed interpersonal skills and ability to relate to a wide range of stakeholders (students/staff/employers)	1	Interview
4 b)	Capable of influencing and persuading others	1	Interview
4 c)	Flexible in approach to meet changes to work requirements to achieve deadlines	1	Interview
4 d)	Self-motivated and able to use own initiative	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Application Form/Interview

5 b)	Willing to work additional hours in the evenings and weekend for events such as enrolment, open days and special events	1	Application Form/Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Application Form/Interview
5 c)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	1	Application Form/Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	1	Application Form/Interview

**Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required

Please note that this appointment may be subject to Disclosure and Barring Clearance.