

**Faculty Employability Consultant**

# JOB DESCRIPTION

## Main Job Purpose

To manage the provision of professional employability support to allocated academic schools, and coordinate this within (and potentially across) designated Faculties, deploying resources as appropriate. The postholder will interpret and analyse available data, working closely with the named academic contacts to create Employability Partnership Agreements that reflect agreed priorities; designing and delivering appropriate interventions to enable fulfilment of the agreements. The postholder will also line manage a Faculty Employability Adviser.

## Main Statement of Responsibilities

## Analysis, Reporting and Documentation

1. Use relevant management information (e.g. student engagement data, student registration careers questions responses, DLHE and NSS - collated by the Service’s Operations Team) for named academic schools, to inform team-level decisions and prioritise resources in order to create relevant and effective curricular or co-curricular activities to support students’ career and employability development.
2. Monitor and analyse student engagement data and feedback, from allocated academic schools, to produce and continually develop employability partnership agreements with these schools.
3. Use current labour market information as a resource to inform workshops, presentations and conversations with students and academics.

### Customer Services & Support

1. Design and deliver appropriate and timely curricular and/or co-curricular interventions to all students, using appropriate data to inform and prioritise provision. Activities will range from subject-specific employability modules, to real-world applications of disciplinary knowledge, to helping academics identify transferable skills within existing curricular and enabling students to articulate them. Co-curricular activities may involve the planning, organisation and hosting of activities such as alumni networking sessions or employer talks.
2. Provide a consultancy service to allocated academic schools (the post holder will take overall responsibility for at least two faculties), advising careers contacts in schools on the best ways to support and develop their students’ employability. This will involve managing the demand and expectation of students and stakeholders (including staff and employers) by designing activities around the purpose of the Service, ensuring that provision is appropriately prioritised and resourced.
3. Support the IAG Team when appropriate and required, and as agreed by the Faculty

Employability Manager and the IAG Manager e.g. by providing 1:1 advice for current students.

### Planning & Organising

1. Lead the development of employability partnership agreements (EPAs) with allocated academic schools, utilising appropriate management information, and intelligence gleaned from discussions with school staff and students, to ensure that clear priorities are agreed at least 12 months in advance. The Faculty Employability Manager will have overall accountability for the EPAs but the post holder will have day-to-day responsibility for creating and maintaining the EPAs with their named academic schools.
2. Manage and oversee the work of a Faculty Employability Adviser, supporting them to develop ideas and deliver effective interventions in a variety of forms, and supporting their long term professional development.
3. Plan and deliver appropriate activities in curricular and co-curricular contexts, working with academics to ensure relevance and sustainability, and working with Careers Service colleagues to ensure that activities are appropriately joined up.

### Liaison

1. Identify and develop relationships with key staff within named academic schools, to develop a network of academics who can champion employability and its associated benefits within their own contexts.
2. Coordinate employer engagement within named academic schools (in collaboration with the Employer Engagement Team) to ensure that employers have opportunity to contribute to curricular and co-curricular interventions in a way which is appropriate and complementary.
3. Work effectively with relevant student societies (providing updates to the Employer Engagement Manager) to encourage, support and facilitate the planning, organisation and delivery of employability events, and to coordinate the promotion of activities through these societies.
4. Work effectively with the IAG Team to ensure a complementary provision of services, and direct students to central resources where appropriate.

### Decision Making

1. Make decisions about the content of Employability Partnership Agreements and negotiate this on an annual basis with allocated academic schools. Respond to changing priorities, ensuring that relevant data is taken into account, seeking support from the Faculty Employability Manager when required.
2. Make decisions about the best way to deliver workshops/talks and events, including deciding on venues, speakers, event plans and communication methods.
3. Assess student presentations as part of the Bristol PLUS Outstanding Award presentation panels and provide feedback.

### Problem Solving

1. Identify areas of poor engagement, using student engagement data, and suggest possible solutions, e.g. a specific alumni event for second years in a named academic school.
2. Respond appropriately to feedback (from students and staff) within named academic schools.
3. Prioritise the allocation of resources, in named academic schools, to best effect, managing the expectations of academics and seeking guidance from the Faulty Employability Manager when appropriate.

### Continuous Improvement

1. Monitor, evaluate and respond to feedback on all interventions, making suggestions for improvement.
2. Develop effective networks external to the institution, e.g. with AGCAS and relevant professional societies, to share good practice.

### People Management

1. Manage a Faculty Employability Adviser to ensure the delivery of high-quality interventions within named academic schools.
2. Support the Faculty Employability Manager to ensure that the work of this team is joined up appropriately and interfaces with other teams effectively.
3. Be involved in the recruitment and training of new and less experienced members of the Faculty Employability Team as required.

NB. The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.