

JOB DESCRIPTION

Job Title: Faculty Employability Advisor

Grade: SG6

Department: Greenwich Business School Professional Services

Responsible to: Employer Engagement & Placement Manager

Responsible for: N/A

Indirect Reports: GBS Associate Dean Student Success; Faculty Employability Lead Tutor

Key Contacts: GBS Associate Heads of School - Student Success, University Employability & Apprenticeships Directorate, GBS Programme teams, GBS students.

Standard Occupational Classification (SoC code):

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The Faculty Employability Advisor is a new student-facing role that will:

- Support the delivery of Greenwich Business School's Graduate Outcomes Enhancement Plan.
- Focus on preparing undergraduates for placements and graduate employability success.
- Deliver a new credit-bearing placement preparation module.
- Contribute to work-integrated learning modules.
- Deliver a tailored programme of employability skills workshops and coaching shaped for and dedicated to GBS student requirements.
- Collaborate with academic teams to embed employability in programme-level delivery and provide high-quality support to students throughout their career journey.

The post holder is expected to have, and maintain, strong stakeholder relationships across GBS and with relevant university teams.

KEY ACCOUNTABILITIES

Faculty Specific:

GBS:

- Deliver a new credit-bearing first-year placement preparation module.
- Provide coaching and targeted employability support aligned to the needs of programmes such as BA Business Management and BA Accounting and Finance.
- Design and deliver workshops (in-person and online) on job applications, assessment centres, interviews, digital presence, and professional skills.
- Collaborate with academic teams to contextualise employability provision to subject disciplines and student career aspirations.
- Support initiatives to enhance graduate outcomes among underrepresented student groups, including British Pakistani and Bangladeshi students.

Role Specific:

- Deliver one-to-one or small-group employability coaching sessions for students preparing for placements or graduate employment.
- Develop online asynchronous employability learning content in collaboration with Technology Enhanced Learning and Careers teams.
- Maintain strong working relationships with Employability & Apprenticeships Directorate and support signposting between central and faculty provision.
- Monitor and report student engagement with employability activities, contributing to evaluation and improvement.
- Actively participate in employability events including placement fairs, open days, and offer holder activities.

Team Specific:

- Support implementation of the Faculty's Graduate Outcomes Enhancement Plan.
- Share good practice with academic and professional services colleagues through training and briefings.
- Contribute to a culture of inclusive, high-impact employability support through cross-team collaboration.
- Engage with relevant internal networks and professional development opportunities.
- Contribute to resource development aligned with the faculty curriculum and career aspirations of students.

Managing Self:

- Maintain knowledge of employer expectations, recruitment practices, and labour market trends.
- Engage in staff development opportunities to improve practice.

- Work independently and proactively, managing time and workload effectively.
- Promote and role-model University values of inclusivity, collaboration and impact.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.
- Commitment to improving graduate outcomes and inclusive student success.

Additional Requirements:

- Flexibility to work occasional evenings or weekends for key student-facing activities.
- Ability to travel to external employer or alumni events if required.
- Represent the Faculty in internal and external engagements related to work-based learning, placement provision, and employer engagement.
- Support academic and professional services staff through role relevant training and development.
- Any other duties commensurate with the post and grade as agreed with the line manager

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Greenwich Business School delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Performance Indicators will be agreed with the Employer Engagement & Placement Manager, Faculty Employability Lead Tutor, and Associate Dean Student Success as part of annual appraisal, aligned with Faculty and University graduate outcome KPIs and engagement metrics.

KEY RELATIONSHIPS (Internal & External):

- Associate Dean Student Success, Faculty Employability Lead Tutor, School Employability Leads, academic programme teams, Employability & Apprenticeships Directorate, and external partners including employers and alumni.

PERSON SPECIFICATION**EXPERIENCE:****Essential Criteria**

- Experience delivering employability education, training, or coaching in higher education or a similar setting.
- Knowledge of the UK graduate labour market and application processes.
- Experience supporting students from diverse or non-traditional backgrounds.
- Experience designing and delivering engaging workshops or learning resources

Desirable Criteria

- Experience working in a business school or with business-related programmes.
- Familiarity with career support tools or platforms used in higher education.
- Knowledge of placement year processes and professional accreditation expectations.

SKILLS:**Essential Criteria**

- Strong interpersonal and communication skills.
- Ability to support and motivate students through one-to-one or group coaching.
- Confident delivery in both face-to-face and online formats.
- Organisational skills with the ability to manage multiple tasks and deadlines.
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Desirable Criteria

- N/A

QUALIFICATIONS:**Essential Criteria**

- Educated to degree level or equivalent professional experience in careers, business education, or training.
- Commitment to ongoing professional development.

Desirable Criteria

- N/A

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A