

JOB DESCRIPTION

Job Title: Employability Skills Advisor

Grade: SG6

Department: Employability & Apprenticeships Directorate

Responsible to: Employability Skills Manager

Responsible for: N/A

Key Contacts: N/A

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

As part of the new Strategic plan, the University of Greenwich intends to elevate its employability support for students, alumni, and employers, as well as growing and enhancing its apprenticeship provision. The university already has a long-held commitment to employment focussed degrees, and this department will play an essential part in ensuring the university is a sector leader in its relationships with employers and partners and is recognised as providing students with outstanding employability support. This role will work strategically with faculties and departments to develop a range of employability activities to improve the Graduate Outcomes of our students. Working with students both in- and co-curriculum, the post holder will support students to acquire the skills they need to be successful after graduation.

KEY ACCOUNTABILITIES

Team Specific:

- Develop and maintain strategic relationships with academic colleagues and other University stakeholders to identify, develop and embed appropriate employability support within departments.
- Design and deliver impactful career development learning activities – including (but not limited to) credit-bearing employability modules, interactive workshops and experiential learning, presentations, 1:1 support and online/blended learning – to support students in their career decision-making and applications.
- Use knowledge and understanding of the graduate recruitment market to offer a contemporary perspective on placement and

graduate recruitment, enabling students and staff to understand and navigate a range of recruitment processes.

- Design and deliver projects to create resources that enhance career management skills, e.g. creation of web content, delivery of virtual learning resources.
- Analyse and use data on students' career development needs and employment destinations (including Graduate Outcomes, careers registration) in order to identify and prioritise the most effective career development activities, developing an understanding of the specific career development needs of students based on background, stage of study, subject of study, etc.
- Develop knowledge and understanding of support available across the University and signpost students to this support - International Office, Wellbeing, etc.
- Working with colleagues in the Employability service, support central provisions such as the Greenwich Employability Passport and Mentoring programme, as well as employer events and activities.
- Attend and present at University Open and Taster Days, supporting prospective student recruitment.

Generic:

- All the members of the Service are expected to work as a team and to assist with other duties which are commensurate with the grade as required by the line manager or Head of Department.
- As a member of the Association of Graduate Careers Advisory Services (AGCAS), the Institute of Student Employers (ISE) and ASET, participate in meetings, events, training and projects appropriate to the role.

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.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade. To travel to all campuses and sites of the University as and when required.

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 department delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- N/A

KEY RELATIONSHIPS (Internal & External):

The following list is not exhaustive, but the post holder will be required to liaise with:

- Academic colleagues
- Professional Services colleagues
- Students' Union
- External networks and contacts

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- An understanding of the graduate recruitment / early careers landscape
- Experience of developing and nurturing effective relationships and networks and to influence stakeholder internally and externally
- Experience of teaching/delivering workshops or training and development programmes

Desirable Criteria

- Experience of working in a Higher Education or a similar relevant context (e.g. HR, recruitment, teaching, public sector)

SKILLS:

Essential Criteria

- Proven analytical and problems solving capacity
- Demonstrable IT skills, including use of Microsoft Office
- Ability to work effectively independently and as part of a team
- Ability to develop and deliver collaborative projects with employer and academic colleagues
- Proven attention to detail and the ability to problem-solve creatively
- Ability to use qualitative and quantitative information to critically evaluate, demonstrate and improve the effectiveness of activities

- Ability to communicate clearly and appropriately with a range of audiences in a variety of different situations
- Excellent planning and organisation skills with the ability to manage multiple projects simultaneously
- Excellent presentation skills, with the ability to engage a wide range of audiences
- Ability to manage time effectively to meet a deadline

Desirable Criteria

- N/A

QUALIFICATIONS:**Essential Criteria**

- Educated to degree level or equivalent

Desirable Criteria

- A relevant professional qualification in careers and employability

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