

## JOB DESCRIPTION

<b>Job Title:</b>	Employability Advisor (Passport)	<b>Grade:</b>	SG6
<b>Department:</b>	Faculty of Business	<b>Date of Job Evaluation:</b>	April 2017
<b>Role reports to:</b>	Faculty Employability Manager		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key contacts:</b>			
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 Business School Employability Office is seeking an enthusiastic individual to assist in the delivery of the Greenwich Employability Passport programme and employability projects that support student engagement in sandwich year placements and summer internships. The role mainly involves coaching students and providing administrative support for the Business School Employability Office projects and to manage and continuously develop effective and efficient systems to enable the smooth running of the scheme.

The position requires the ability to work across the School's departments and other sections within the university in order to deliver and promote the Business School Employability Office, Placements, Mentoring and Erasmus Programmes. You will play an essential role in the delivery of these objectives and will be required to liaise with employers, students, academics, support staff and external agencies on a range of issues.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

1. Responsible for overseeing the student facing Greenwich Employability Passport related activities within the Business School Employability Office and supporting students with their engagement in placement and internship opportunities.
2. Overseeing the one-stop shop student base for Greenwich Employability Passport based queries. Providing group/individual guidance to students, through formal presentations and one-to-one appointments for placement related queries.
3. Adopt a business-focused approach, embedding real work experience and employer engagement in the curriculum to help deliver improvements in the University's statistics for graduate level employment.

4. Coordinate events, with the assistance of Jobshoppers and placement students for the Business School Employability Office, including recruitment fairs, presentations from professional bodies and recruiters. Using data to prepare up to date delegate lists, name badges and details on conference attendees. This includes leading and managing the annual Networking Event for the Greenwich Employability Passport and assisting on Open and Taster days.
5. To manage the production of marketing materials for events/ programmes and ensure that all documentation is of the highest quality within tight deadlines for the Greenwich Employability Passport scheme and projects within the office. Including preparation and production of all marketing literature including student handbooks, academic handbooks, leaflets, induction booklets and open day materials
6. To maintain records of and report performance and impact data for employability projects and workshops. Including attendance reports for workshops/ events, 1:1 appointments, student and tutor engagement in the Employability Passport and other key employability projects.
7. Responsible for updating and maintaining the Greenwich Employability Passport Moodle sites and working closely with the IT department to resolve any issues.
8. Work in partnership with academic staff to deliver presentations on the BSEO in tutorials and assist academic staff with any queries in relation to the scheme.
9. Work in partnership with other offices in the University to create synergies and align practices.
10. To be proactively involved in assisting the other team members' in the office in regards to student queries and assisting with coaching students with their CVs and application forms and delivering Employability workshops..
11. Ensure that appropriate and effective record management systems are developed and implemented to manage all Greenwich Employability Passport related activities. Ensure that these are reviewed and developed as appropriate to meet the changing nature of the business.
12. Provide confidential, sympathetic and helpful advice to students (as appropriate) in relation to Employability. Including referrals to relevant support groups with the university.
13. To support placement students and Jobshoppers in effectively using social media to market Employability projects and increase student engagement.
14. To build and maintain effective relationships with all Business School staff (particularly the School Office, Standards & Partners and Programme Leaders) and central departments within in the University of Greenwich (e.g. Quality Office and Student Records).

**Generic:**

1. Any other administrative work required by the Faculty Operating Officer.
2. Work in partnership with other offices in the University to create synergies and align practices (Partnership Division (ERASMUS), ACH placements office, GET etc)
3. Ensure that appropriate and effective record management systems are developed and implemented to manage all placement related activities. Ensure that these are reviewed and developed as appropriate to meet the changing nature of the business.
4. Provide confidential, sympathetic and helpful advice to students (as appropriate) before, during and after undertaking the placement year. Including referrals to relevant support groups with the university.
5. To build and maintain effective relationships with all Business School staff (particularly the School Office, Quality Officer and Programme Leaders) and central departments within in the University of Greenwich (e.g. Student Records)

### **Managing Self**

Can adapt to the demands of a sometimes pressured highly variable role

Can work accurately under pressure to meet deadlines

Able to form close, facilitative customer relationships

### **Core Requirements**

You will be confident collating, updating and analysing data from various sources. You will be a confident project coordinator with experience executing events or projects. You will be an effective networker with excellent communication skills, who is able to establish good professional relationships with employers, university staff, professional bodies and the student body. A key skill will be the ability to identify and develop opportunities that will serve the school's strategy. The ability to work under pressure to meet deadlines and develop and create robust systems in order to effectively ensure quality with the Business School are essential attributes for this role.

The post-holder must be able to work as part of a team to ensure that the wider administrative tasks within the Business Faculty are achieved. A commitment to the proactive development and maintenance of a quality customer care service is also essential.

Willing to work 'outside' normal hours and to travel as required including overseas.

- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations
- 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.

### **Additional Requirements:**

N/A

### **KEY PERFORMANCE INDICATORS:**

Number of students engaging on the Greenwich Employability Passport scheme, numbers of students engaged with the BSEO, number of students attending Greenwich Employability Passport related workshops and annual Employability events, number of students seen throughout the year for one to one sessions.

### **KEY RELATIONSHIPS (Internal & External):**

Faculty Employability Manager  
Director of Student Experience  
Finance and Office Manager  
Faculty Operation Officer  
Faculty academics  
Students

• PERSON SPECIFICATION	
Essential	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in customer relationships management</li> <li>• Experience in recruitment or employability</li> <li>• Experience promoting and marketing events, opportunities or services using social media or other materials</li> <li>• Commitment to equal opportunities and the value of diversity</li> <li>• Experience of working with staff at all levels within an organisation</li> <li>• Experience of document management systems and maintaining records</li> <li>• Experience of partnership building, project management and service delivery</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• Excellent IT skills</li> <li>• Excellent ability to analyse data</li> <li>• Ability to work on own initiative or as part of a team</li> <li>• Excellent interpersonal and presentational skills.</li> <li>• Ability to communicate clearly and confidently</li> <li>• Self-motivated with excellent leadership skills</li> <li>• Good negotiation and conflict resolution skills</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Knowledge of higher education curriculum and of workplace learning practices</li> <li>• Ability to carry out a training needs analysis</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to design databases</li> <li>• Web maintenance skills</li> </ul>

- Ability to work accurately under pressure to meet deadlines
- Ability to inspire enthusiasm and motivate others
- Excellent time management skill and the ability to prioritise work
- Have a flexible and positive approach to work
- Proven attention to detail and think creatively

**Qualifications**

- Educated to degree level or equivalent

**Qualifications**

- Master's Degree or equivalent