

JOB DESCRIPTION

Job Title:	Employability Adviser (Passport)	Grade:	SG6
Department:	Faculty of Business	Date of Job Evaluation:	January 2020
Role reports to:	Faculty Employability Manager		
Direct Reports	N/A		
Indirect Reports:	Employability Champions		
Other Key contacts:	Faculty Operating Officer		
<p>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.</p>			

PURPOSE OF ROLE:

The Faculty of Business is seeking an enthusiastic individual to assist in the delivery of the Greenwich Employability Passport programme and employability projects that support student engagement in the Greenwich Employability Passport programme.

This role mainly involves providing administrative support for the Business School Employability Office and to manage and continuously develop effective and efficient systems to enable the smooth running of the schemes.

The position requires the ability to work across the Faculty 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:

- Responsible for overseeing the student facing Greenwich Employability Passport related activities within the Business School Employability Office.
- 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.

- 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.
- Coordinate events, with the assistance of job shop students and industrial 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 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.
- 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
- 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.
- Responsible for updating and maintaining the Greenwich Employability Passport Moodle sites and working closely with the IT department to resolve any issues.
- Work in partnership with academic staff to deliver presentations on the Greenwich Employability Passport in tutorials and assist academic staff with any queries in relation to the scheme.
- Work in partnership with other offices in the university to create synergies and align practices.
- 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.
- 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.
- Provide confidential, sympathetic and helpful advice to students (as appropriate) in relation to Employability. Including referrals to relevant support groups with the university.

- To support placement students and job shop students in effectively using social media to market Employability projects and increase student engagement.
- To build and maintain effective relationships with all Faculty staff (particularly Standards & Partnership office and Programme Leaders) and central departments within in the University of Greenwich (e.g. Employability and Careers Service and Quality Office and Student Records).

Generic:

- Any other administrative work required by the Faculty Operating Officer.
- Work in partnership with other offices in the University to create synergies and align practices (Partnership Division, ACH placements office, GET etc)
- 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.
- 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.
- 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 work accurately under pressure to meet deadlines
- Able to form close, facilitative customer relationships
- Can adapt to the demands of a sometimes pressured highly variable 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.
- Confident at collating, updating and analysing data from various sources
- Able to identify and develop opportunities that will serve the Faculty strategy

Additional Requirements:

Undertake any other duties as requested by the PVC or their line 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 Faculty of Business delivers the required level of service.

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):

- Students
- Faculty Employability Manager
- Faculty Operating Officer
- Business School Employability Office Team members
- Employability & Careers Service
- Director of Student Experience
- Finance Manager
- Faculty academics

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

- Proven attention to detail and think creatively

Qualifications

- Educated to degree level or equivalent

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

Qualifications

- Master's Degree or equivalent

Personal attributes

- N/A