

JOB DESCRIPTION

Job Title:	Employability Advisor (Mentoring and Erasmus)	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		
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 of Business is seeking an enthusiastic individual to assist in the delivery of the Career Mentoring and Erasmus programmes within the Business School Employability Office. This includes working in relation with our European partners for the smooth running of the Erasmus scheme.

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.

This role will work across a number of schemes in order to deliver and promote the Business School Employability, Placements and Employability Passport Programmes.

You will play an essential role in the delivery of these objectives and will be required to liaise with mentors, European partners, students, academics, support staff and external agencies on a range of issues.

KEY ACCOUNTABILITIES:

Team Specific:

- Responsible for overseeing the Erasmus and Career Mentoring programmes within the Business School Employability Office.
- Overseeing the one-stop shop student base for Erasmus and Career Mentoring 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.
- Work in partnership with academic staff to ensure that the performance of all students on work placements is properly monitored and evaluated.
- Work in partnership with other offices in the University to create synergies and align practices.
- Assisting with coordinating events for the Business School Employability Office, including open days, recruitment fairs, presentations from professional bodies and recruiters. Using data to prepare up to date delegate lists, name badges and details on conference attendees.
- Liaising with external clients and internal departments through meetings and dealing with queries through appropriate communication channels. This includes maintaining the bi-lateral agreements between European partners and the Business School at all levels.
- Assisting with the management of incoming and outgoing Erasmus students including their application forms and funding for study exchange programmes.
- Assisting with the management of Career Mentoring scheme including assisting students with their application forms and matching them with professional mentors.
- To maintain an accurate database of business contacts including data from new mentor forms and updating existing records.
- 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.
- Provide confidential, sympathetic and helpful advice to students (as appropriate) in regards to the Erasmus and Career Mentoring schemes. Including referrals to relevant support groups with the university.
- Keeping abreast of current Erasmus legislation and provide guidance and support to students and partners in line with current legislation through the British Council. This includes the conducting and monitoring H&S policies within the partner institutions, bi-lateral agreements, staff mobility exchanges agreements, student mobility exchanges etc.
- To assisting with organising the preparation and production of all marketing literature including student handbooks, employer handbooks, leaflets,

induction booklets and open day materials.

- 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:

- 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
- Able to work as part of a team

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.
- Able to identify and develop opportunities that will serve the Faculty's strategy
- Willing to work 'outside' normal hours and to travel as required including overseas.

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 currently on Erasmus
- Number of students currently on Career Mentoring Scheme
- Numbers of students engaged with the BSEO
- Number of students attending Erasmus and Mentoring related workshops
- 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"> • Expertise in managing and skilfully exploiting relational databases • Experience in customer relationships management • 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 <p>Skills</p> <ul style="list-style-type: none"> • Excellent Administrative skills • Excellent IT skills • 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 • Proven attention to detail and think creatively <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or 	<p>Experience</p> <ul style="list-style-type: none"> • Knowledge of higher education curriculum and of workplace learning practices • Experience of end to end recruitment campaigns, including experience guiding candidates through accepting and declining offers <p>Skills</p> <ul style="list-style-type: none"> • Experience working with different packages, interested in and confident to develop knowledge of University systems, including Moodle <p>Qualifications</p> <ul style="list-style-type: none"> • Master's degree or equivalent

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

Personal attributes

- N/A