



THE POST

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| College | Education and Student Support: Student Employability and Academic Success |
| Post: | College Co-ordinator and Student Development Consultant |
| Reference Number: | P37688 |
| Grade: | F |
| Reporting to: | Head of Student Engagement and Academic Success Matrix management through senior College Stakeholders |
| Location: | Exeter campuses |

This new full-time position is available from 28th November 2019 on a permanent basis.

Organisational Context

Student Employability and Academic Success (SEAS) within the Directorate of Education and Student Support (ESS)

SEAS resides within the Education and Student Support Directorate which is responsible for providing key education and administrative support activities that underpin the student experience.

SEAS consists of professional services teams that provide a portfolio of educational activities to assist students with the development of their academic, professional, personal, career and employability attributes throughout their time at University, including global experience opportunities. Provision is delivered within the curriculum, and in collaboration with colleges and academic departments, through extra-curricular activity and through facilitating access to work and study opportunities on campus, across the UK and globally. SEAS colleagues work collaboratively in the delivery of such provision with students, academics, employers, business intermediaries, alumni, other professional services, University stakeholders and higher education partners. SEAS collates data for internal management purposes and contributes to mandatory data compliance reporting for Government and other external stakeholders.

The Team

The Student Employability & Development (SED) team are responsible for interventions that enable students and graduates to acquire the skills, knowledge, experiential and place-based learning experience needed to secure graduate-level employment or further study and to be able to reflect on and articulate these skills to potential employers and other opportunity providers. The interventions will be delivered both within Colleges and degree programmes as well as part of a comprehensive extra-curricular programme of career management skills and professional development support and advice. Programmes may be sector and occupational specific or interdisciplinary.

The credit-bearing activity will cover a broad range of developing career management and work placement programmes, both generic and bespoke to the needs of College disciplines and include designing assessment methods and conducting marking where agreed with colleges. Extra-curricular focussed activity will require the design and development of a range of workshops relating to the broad

needs of the student population, whether in small group or larger class sizes, and occasionally conducting one-to-one guidance interviews where specialist knowledge and experience is required.

Main purpose of the job

- Act as the operational lead for coordinating College-based activity delivered by SEAS, facilitating the effective engagement with SEAS teams across several campuses as required and ensure SEAS operational delivery plans are aligned to both College and university strategies and business plans.
- Create, deliver and inform the design of interventions and initiatives that support students in the acquisition of the skills and knowledge needed for graduate level employment, be they generic or bespoke to a sector or discipline
- Act as professional specialist in student and graduate employability, personal development planning, theory and practice of career choice and career development, graduate occupations, graduate destinations, and relevant labour market trends
- In partnership with Colleges, design programmes and educational interventions which embed place-based learning, global experiences and graduate attributes as learning outcomes in the curriculum

The role holder will be aligned to a College. This role involves a high degree of matrix working, facilitation and influencing across the College, academic community, SEAS and other Professional Services. The balance of activity between College Coordination and Student Development delivery will vary between Colleges and by the academic cycle, and will be agreed by the College as appropriate.

Main duties and responsibilities

1. Coordinate the delivery of SEAS activity in a College, discussing, agreeing and delivering on College needs, current and future, across the entire SEAS portfolio.
2. Lead on specific projects and service-specific committees relevant to the College. This may include leading or taking part in working groups and committees drawn from across different Colleges and Services.
3. Support the College in shaping its priorities and KPIs related to SEAS activity and seek to develop continual improvement to services delivered by SEAS.
4. Work in partnership with Colleges, providing specialist advice on the high-level and detailed design of programmes of activity. Programmes should meet College and University priorities, the needs of students and graduates and sector demands.
5. Design and deliver interventions to students on career development, employability education and place-based learning, incorporating work authentic assessment with the aim of equipping students for graduate level employment or further study.
6. Work closely with academic stakeholders to design and deliver appropriate interventions which are skill- or sector- or place-specific. These may include overseas opportunities designed and delivered in collaboration with the Global Opportunities team.
7. Provide specialist advice and input into the design of credit-bearing modules and non-credit-bearing activities.
8. Provide specialist input on generic and bespoke provision within the curriculum as agreed with College Executive Group, SEAS SMT, Education Committees, relevant working groups and similar as required.
9. Responsible for the design and delivery of workshops, webinars, talks, presentation and seminars to students and graduates, covering a full range of career, employability and professional skills development that are fit-for-purpose for both central and curriculum delivery.
10. Matrix-management of colleagues from across SEAS teams including effectively managing resources, contributing to the setting of measurable goals and performance, and ensuring the delivery of high quality support and training for students, maintaining standards required by the Service and any external accreditation bodies.
11. Facilitate a full range of careers advice to students and graduates on a one-to-one basis, including but not limited to career choice, employer choice, job hunting techniques, choice of PG study, application and selection techniques in collaboration with SED team colleagues
12. Responsible for ensuring the advice provided to students and graduates is relevant, accurate and within appropriate professional boundaries working collaboration with SEAS team managers to ensure appropriate quality levels and service are delivered.

13. Responsible for the creation and regular updating of training materials for delivery by the role holder or by team members. Ensure content is clear, fit-for-purpose, meets the objectives of the intervention and is readily available to students.
14. Responsible for the delivery of projects and discrete pieces of work requiring specialist knowledge, as delegated by line manager.
15. Initiate and develop networks, working groups and similar relevant to the delivery of the service and college priorities. These may include other professional services staff, senior College stakeholder, employers, professional bodies, students and graduates.
16. Regular networking at regional and national events with external employers and professional bodies to ensure delivery is consistent with labour market and sector trends. Undertake proactive horizon scanning to ensure delivery remains fit for purpose.
17. Support and promote the development and delivery of the wider SEAS portfolio across all areas of the University working in collaboration with the SEAS Leadership Team.
18. Provide relevant data, analysis and recommendations to support internal and external planning and reporting. Maintain student records, event management statistics etc., in accordance with established protocols.
19. Ensure new learning technologies are embedded in the delivery of interventions where appropriate, facilitating effective and efficient working with students and academic colleagues.
20. Work in collaboration with SEAS colleagues across all campuses to ensure provision is consistent and delivery is efficient. Such activity may take place off campus, both in the UK and possibly overseas.
21. Deputise for SEAS Senior Manager as required.

Person Specification

The successful candidate will need to demonstrate:

| | Essential Requirements | Desirable Requirements |
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| Qualifications | <ul style="list-style-type: none"> • A postgraduate qualification in careers guidance (e.g. QCG, Dip CG or Dip CEIG HE) or • HE teaching qualification or equivalent professional experience or significant experience in the delivery of high quality employability and professional development activity and training. • A good honours degree. | <ul style="list-style-type: none"> • British Psychological Society Level A Tester. • A learning and teaching in HE qualification • A willingness to acquire a Learning and Teaching in HE qualification and Higher Education Academy Fellowship if not already obtained. |
| Knowledge & Experience | <ul style="list-style-type: none"> • Knowledge of careers, employability or placement learning support work in Higher Education • Recent significant experience as a Careers Adviser or Careers Consultant or Employability / Enterprise Educator or similar in Higher or Further Education and / or working knowledge for overseeing related provision in HE. • Experience of strategic development and delivery. | Post-graduation work experience in any field. |
| Skills | <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent interpersonal skills, particularly listening and the ability to develop rapport, persuade and negotiate. • The ability to work effectively in 'one to one' situations with clients and with large and small groups. | |

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| | <ul style="list-style-type: none"> • Ability to deliver effective presentations and workshops. • Ability to work effectively in large and small teams and to develop excellent working relationships with others. • Good working knowledge of Microsoft Office (including Word, Excel, PowerPoint) email, the internet and virtual learning environments. • Willingness to incorporate new e-learning technologies into working practices (e.g. Skype, lecture capture technology, interactive voting technologies and webinars). • Excellent organisational skills. • Ability to work to deadlines. • Attention to detail. | |
| Attitudes | <ul style="list-style-type: none"> • Professional • Supportive • Self-motivated • Innovative • Collaborative • Friendly | |
| Circumstances | <ul style="list-style-type: none"> • Travel across all University campuses will be required, with occasional travel elsewhere in the UK and overseas. • Some activities will require evening or weekend working. • Acquisition of specialist knowledge and caseloads may be required depending on the College the post holder is assigned to. | |

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Paul Blackmore, Head of SEAS on p.blackmore@exeter.ac.uk

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.