JOB DESCRIPTION

Job Title: Faculty Employability Adviser, School: SCT
Service: Employability Service
Ref no: EMP18
Campus: Hendon
Grade: 6
Period: Permanent
Reporting to: Engagement Manager
Reporting to Job Holder: Nil at present

Overall Purpose:

Working within agreed protocols, use own initiative and judgment to deliver Employability support to the School and develop and deliver work experience, placement and internship provision, employability projects and activities that enhance the student experience as well as graduate prospects and graduate employment outcomes.

Duties:

1. Work with the School to develop and deliver innovative and compelling employability solutions that enhance the student experience as well as graduate prospects and graduate employment outcomes.
2. Collaborate with colleagues to develop and deliver activities that maximise the number of students undertaking a period of work experience, placement, internship or engaging in self-employment or enterprise. Ensure compliance with the University’s Code of Conduct for Student Work Placement and professional body requirements (where appropriate).
3. Establish, manage and deliver a consistent 1:1 appointment provision for students of the School to receive tailored information, advice and guidance.
4. Develop knowledge and understanding of the employability skills requirements of employers and collaborate with academic colleagues to deliver provision that meets those requirements and enhances partnership working.
5. Build relationships and collaborate with public, private and third sector employers, trade associations and professional bodies to create work experience, placement, internship and employment opportunities for students.
6. Work with the Faculty to define an employability Plan that sets out the approach to employability and the activities to be delivered in the School to support academic colleagues, enhance the student experience and graduate employment outcomes and actively contribute to the development of new and current provision from an informed basis.
7. Take an active role in co-ordinating, recording, reporting and promoting the employability activities of the School for the benefit of student engagement, student recruitment and University and Faculty reputation.
8. Engage students and staff with employability through appropriate mechanisms such as LinkedIn, Facebook and Twitter and other designated social media channels.
9. Collaborate with colleagues in the Employability Service and Faculties to deliver the University’s Strategic Plan and promote the online Employability resources to students (including specific initiatives such as mdxworks.com and MDXworks Graduate Support as well as the various employability skills and self-assessments available).

Hours: In order to meet the needs of the School/students, candidates will need to be flexible in terms of working hours
Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

PERSON SPECIFICATION

Job Title: Faculty Employability Adviser, (Science & Technology) – 1.0 FTE

Selection criteria

Essential education / qualifications:

A degree or relevant work experience at an appropriate level of seniority and impact in the sector(s) appropriate for the School.

Essential experience:

1. Significant employability experience in a Higher Education context, including knowledge of HR assessment and selection processes and an understanding of curriculum requirements; candidates will need to demonstrate considerable business/industry experience and engagement with the sectors directly relevant to the vacancy/School

2. Demonstrable experience and track record of building relationships with internal and external stakeholders; candidates will need to demonstrate considerable experience of working collaboratively with public, private and third sector employers, trade associations and professional bodies

3. Experience of creating and delivering a range of innovative and effective employability solutions that meet the needs of students and which have resulted in tangible and measurable outcomes

4. Experience of presenting workshops / seminars in a relevant discipline or delivering student support activity is desirable.

Essential skills:

5. Excellent inter-personal skills as well as a passionate approach to delivering excellent customer service

6. Strong organizational skills and resourcefulness

7. Self-determination and an ability to take responsibility and work independently

8. A desire and ability to take the lead, to enable others to follow and to be a good team player

9. The ability to produce management information and reports in a clear, concise and timely manner using appropriate IT solutions.
**Hours:**

35.5 hours per week, 52 weeks of the year. As this is a student facing service, the hours of work are 9.00 am to 5.00 pm; some evening and weekend work is also required. The nature of the post is such that the post-holder will be expected to work flexibly, including some evening and weekend work and for such reasonable hours as are necessary in order to fulfil the duties and responsibilities of the post.

**Flexibility and annual leave:**

Please note that given the need for flexibility in order to meet the changing requirements, the duties/location of this post and the role of the post-holder may be changed after consultation.

Annual leave is 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Additional Information**

No Parking at Hendon campus: There are no parking facilities for staff, except for Blue Badge holders. Please ensure you can commute without a car. Information on public transport to Hendon can be found here: [http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx](http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx)

We offer an interest-free season ticket loan, interest-free motorbike loan, Cycle to Work scheme and bicycle and motorbike parking and changing facilities.

Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered. The post-holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

If you wish to apply for this post please complete an application form found here: [http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx](http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx)

Closing date for receipt of applications: 22nd October 2018