

JOB DESCRIPTION

Job Title: Faculty Employability Adviser (Faculty: Science & Technology)
Ref no: EMP30
Campus: Hendon
School/Service: Employability Service
Grade: 6
Starting Salary: £35,625 per annum pro rata (for part-time staff) inclusive of Outer London Weighting
Hours: 35.5 hours per week, actual daily hours by arrangement
Period: Temporary - 12 months Fixed-Term Contract
(If you are applying internally for a temporary secondment you must discuss this with your line manager before applying)

Reporting to: Head of MDX Works

Reporting to Job Holder: None

Overall Purpose:

- Working within agreed protocols, use own initiative and judgement to deliver embedded career-related learning / employability support to the School, whilst managing a 1:1 caseload of students and graduates.
- The role will require the development and delivery of work experience, placement and internship provision, as well as employability projects and activities that enhance the student experience as well as graduate prospects and graduate employment outcomes

Principal Duties:

1. Work with the School to develop and deliver innovative and embedded 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
7. 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.
8. Take an active role in coordinating, recording, reporting and promoting the employability activities of the School for the benefit of student engagement, student recruitment and University and Faculty reputation.
9. Engage students and staff with employability through appropriate mechanisms such as LinkedIn, Facebook and Twitter and other designated social media channels.
10. 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).
11. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.
12. The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
13. The post-holder will actively follow Middlesex University policies including Equality & Diversity policies.

PERSON SPECIFICATION

Job Title: Faculty Employability Adviser (Faculty: Science & Technology)

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

Education / Qualifications

Essential:

A degree or an equivalent qualification, or equivalent relevant work experience.

Essential Experience:

1. Careers and Employability experience (ideally in a Higher Education context), supporting students via tailored information advice and guidance.
2. Knowledge of Human Resources (HR) assessment and selection processes and an understanding of curriculum requirements;
3. Demonstrable business/industry experience and engagement with the sectors directly relevant to the vacancy/School
4. Demonstrable experience and track record of building relationships with internal and external stakeholders;
5. Demonstrate experience of working collaboratively with public, private and third sector employers, trade associations and professional bodies
6. 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
7. Experience of presenting workshops / seminars in a relevant discipline or delivering student support activity is desirable.

Essential Skills:

8. Excellent inter-personal skills as well as a passionate approach to delivering excellent customer service
9. Strong organisational skills and resourcefulness
10. Self-determination and an ability to take responsibility and work independently
11. An ability to take the lead, to enable others to follow and to be a good team player
12. The ability to produce management information and reports in a clear,

concise and timely manner using appropriate IT solutions.

Equality Diversity and Inclusion

Essential:

13. Demonstrable commitment to fairness and the principles of equality and inclusion.

Education / Qualifications

Desirable:

1. Relevant qualification in Careers Information, Advice & Guidance

M U Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Fixed Term Contract

This temporary appointment is for the following allowable reason:

- To cover maternity leave. The exact date of termination of this contract will depend on the date of the substantive postholder's return to work

This appointment has a defined end date of 31st August 2025 or when the substantive job-holder returns to the job, whichever is soonest.

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

Annual 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 nature of the post is such that the post-holder will be expected to work some evening and weekend work and for such reasonable hours as are necessary in order to fulfil the duties and responsibilities of the post.

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.

Parking at Hendon campus

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet.

Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

Information for Staff with a Disability

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

Public Transport

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Jack Tims, Head of MDXworks by email on: j.tims@mdx.ac.uk