

JOB DESCRIPTION

Job Title:	Director of Employability
School / Service:	Employability Service
Ref no:	EMP15
Campus:	Hendon
Grade:	Senior Manager
Salary Range:	Competitive Salary
Period:	Permanent
Reporting to:	Deputy Vice Chancellor, Learning and Innovation
Reporting to Job Holder:	Services Manager Employability Business Partners

Indirectly reporting to Job Holder: **Delivery Manager, sub-contracted provision**

Overall Purpose:

To lead and develop the Employability Service and further increase engagement and collaboration with Faculties, students and employers in order to:

- Enhance student and graduate employability, for both home and overseas students.
- Improve graduate employment outcomes in line with the targets set out in the University Strategy.

Principal Duties:

1. Further develop support activities open to all students and graduates, including employability toolkits, application and interview training and advice, presentation skills and access to employment information;
2. Working with Faculties and student representatives, further develop opportunities for students to gain relevant work-based experience;
3. Ensure the effective delivery of centralised Employability support and activities co-delivered with Faculties;
4. Working with other professional service departments and Faculties, develop and implement an effective employer and alumni engagement strategy that will increase collaboration with employers and will result in the procurement of employability development opportunities (including placement, work-experience and volunteering opportunities) for students;
5. Manage commercial sub-contractors to ensure the efficient, effective and contractually compliant delivery of externally sourced services. Undertake performance monitoring of service quality, efficiency and student satisfaction and take appropriate steps to address areas of poor performance and contractual non-compliance;
6. Build relationships with Faculty leadership teams and other staff and provide professional employability support to Faculties ensuring that employability best practice is shared across the University;
7. Act as University lead on the Graduate Outcomes Survey, ensuring a constructive relationship with HESA, supporting strong response rates and ensuring evaluation of employability activity against survey outcomes;
8. Support the Deputy Vice-Chancellor Learning and Innovation in delivering the strategic objectives for student achievement and satisfaction;
9. Work with other University services to ensure that there is alignment of student services and that University resources are appropriately utilised for the benefit of the University, staff and students;

10. Work with Marketing teams to develop a student communications strategy that will maximise the number of students engaging with the Employability Service;
11. Provide exemplary leadership and management to University staff within the Employability Service in accordance with the University's Regulations;
12. Hold budget responsibility for the Employability Service and manage the Service's finances with integrity and prudence;
13. Act as an ambassador for the Employability Service and carry out other duties as reasonably requested by the Executive.

Person specification – essential requirements

Education/qualifications
Degree or equivalent relevant experience
Experience
Experience of defining and directing strategic interventions in a commercial and a higher education context
Experience of creating employability related products and services and a demonstrable track record of successfully delivering employability related products and services to a diverse range of clients
Significant experience of delivering a professional service in collaboration with academic departments
A significant level of commercial, business or industry exposure
Experience of managing sub-contractors in a commercial context including undertaking performance management, monitoring and action
Significant experience of providing leadership and management to teams working in a commercial context
Evidence of successful project management
Evidence of successful financial management at a senior level
Skills
Ability to build effective working relationships with a range of stakeholders and achieve results working with Faculties, students, subcontractors and employers
Excellent planning and organisational skills
Exemplary communication skills – both verbal and written – and an advanced capability to write reports and other strategic documents
An individual with a self-motivated and self-determined approach

Annual Leave: 35 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.

No Parking at Hendon campus: There are no parking facilities for staff joining our Hendon campus, except for Blue Badge holders. If you are applying for this post then please ensure you can commute without a car. Exceptions to this are internal applicants who are currently at the Hendon campus or who are current SOCJ parking permit holders.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, 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 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 Andrea Dlaska, Deputy Vice Chancellor Learning and Innovation a.dlaska@mdx.ac.uk

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