

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Graduate Talent Development Co-ordinator				
DEPARTMENT	Research & Enterprise				
LOCATION	Brayford Campus				
JOB NUMBER	EL1140	GRADE	Grade 6	DATE	Nov 2017
REPORTS TO	C&E Operations Manager				

CONTEXT

The University of Lincoln is a place of high ambition, a new institution whose progress since it was created in 2001 has been rapid but solidly grounded. Its vision is to be a 21st century expression of the old university ideal – where a student focus is paramount – at the same time as fulfilling the modern tasks of knowledge generation and transfer for the economic, social and cultural benefit of society.

Research & Enterprise is an innovative department within the university which works with staff, employers, students and graduates to increase graduate employability and external income generation.

Graduate level and overall employment of our alumni is critical to the future success of the institution. Significant recent progress has been made in these areas which must be maintained and built upon.

As part of our approach to partnership working with academic colleagues, the Careers and Employability Team have adopted a new college based approach. This will raise the profile, and level of engagement with the service from both staff and students, whilst maintaining a flexible team that will come together every week to work on cross-institutional initiatives and central delivery.

JOB PURPOSE

This is a new and exciting function within the Award winning Careers & Employability Team to support our existing structures to help our students to meet, fulfil their potential and raise their aspirations, whilst impacting upon the Universities ambitions to offer an outstanding Higher Education experience which improves the prospects of all students.

Building Student Aspirations

In an increasingly competitive graduate labour market, many of our students may lack the confidence or face real or perceived barriers to progressions and fulfilling their ambitions. This role will therefore focus on supporting students to overcome these challenges and increase their confidence, to raise the aspirations and therefore the employment outcomes of our students.

The post holder will be expected to design, deliver and co-ordinate a range of initiatives (workshops/ lectures/ external events) and resources to attract and reach targeted students in line with this roles primary function, whilst also aligning the activity to the wider Careers & Employability strategy.

The role will be expected to develop and hold a real understanding of the graduate labour market and opportunities available nationally and internationally, whilst using this information to provide targeted support across all disciplines in the delivery of engaging and impactful initiatives both centrally (as a fundamental part of the Careers & Employability services) and within the subject disciplines at the University.

As such the post holder will be required to work in close collaboration with the link Careers & Employability Advisers, the wider Careers & Employability Team and key academic colleagues across the Schools.

Employer Engagement:

In offering services to students and developing an understanding and knowledge of the graduate labour market, there is an expectation that this role will engage directly with national graduate recruiters and employers, therefore increasing the visibility and presence of the University of Lincoln and our students within the graduate recruitment market.

In addition, the role will also be required to develop a greater understanding of the labour market locally, and regionally, with an understanding of the challenges both for the employers who are recruiting, and the students who are accessing those opportunities in rural Lincolnshire. As such the post holder will be required to undertake significant employer engagement locally and regionally, using internal schemes and initiatives to both generate suitable and engaging opportunities from employers, and to enable access to such opportunities for the student.

There will be an expectation that the post holder will be able to track the impact of their work, through the use of University student management systems and evaluation, and use this data to support the development of and reporting on activities in relation to the University's Access agreement.

KEY RESPONSIBILITIES

Data and metrics
<ul style="list-style-type: none"> To effectively use national and internal data and metrics to identify priority areas of focus (Schools, disciplines and students) for targeted activities. To work closely with College Careers & Employability Advisers and the annual School delivery plans to support the objectives of this role, and the wider objectives of the Careers & Employability Team. To work across University departments and establish links e.g. Student Services, Library, LALT to effectively target and offer a comprehensive support package to targeted students and to meet objectives. To effectively monitor and evaluate the impact of services against key objectives and intended outcomes. To report statistical data in relation to student engagement and outcomes, effectively using University systems to support with this.
Curriculum Delivery
<ul style="list-style-type: none"> To effectively design and deliver initiatives to support raised aspirations, confidence and resilience amongst our student population – boosting student and graduate job readiness and progression. To effectively utilise external and internal information and data sources to provide an effective service to help students to overcome real or perceived barriers to progression, and increased awareness of opportunities. To collaborate with the link Careers & Employability Advisers in offering School specific targeted activities.
Central Delivery
<ul style="list-style-type: none"> To effectively design and implement central initiatives which encourage multi-disciplinary collaboration to support students to meet their aspirations and impact upon the graduate recruitment market. To support the wider C&E Team with central delivery requirements during peak periods of demand.
Employer Engagement
<ul style="list-style-type: none"> To effectively engage with national and international employers to ensure effective use of current recruitment practice to inform initiatives and strategy. To effectively support in raising the profile of Lincoln to targeted national graduate recruitment schemes. To develop an awareness of social mobility recruitment practices and agenda's and to advocate the Universities role with those organisations. To engage with local and regional employers to support opportunity generation (which is student informed) and seek effective methods of increasing student engagement with local and regional opportunities.
Information
<ul style="list-style-type: none"> To work collaboratively with the C&E Information team to support effective marketing and communication of opportunities which will support the key objectives of increased awareness and aspirations of University of Lincoln students and graduates. To use national and international recruitment information to ensure the effective dissemination of information and resources – collaborating with the Information team and the C&E Advisers.
Additional

- To undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.
- It is expected that this post will make reasonable effort to take responsibility for your own continuous professional development – effectively utilising external contacts and professional development opportunities and training.
- To keep up to date with national trends and agenda's to ensure a responsive service.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The role will play a critical part in this new area of work for the Careers & Employability Team and will be expected to work closely with all areas of the team, across the University support departments and fundamentally with our external stakeholders. Monitoring impact of the work in this area will be critical to ensure effective reporting to the Head of Service.

Key working relationships/networks

Internal	External
Careers & Employability Operations Manager (line manager) Head of Careers & Employability Careers and Employability Advisers Employment Skills Advisers Careers and Employability Information manager Students Graduates Academics Research and income generation support team Business Incubation Team College based staff Students Union and Sabbatical Officers Alumni Office	Partner Organisations Targeted employers Business clients Appropriate professional associations (e.g. AGCAS)

UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Graduate Talent Development Co-ordinator	JOB NUMBER	
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Graduate or equivalent	E	A
Relevant professional qualification e.g. Careers Guidance, Recruitment, Advice, Training, Human Resources.	D	A
Experience:		
Experience of working in a careers, recruitment or training environment or advisory capacity	E	A,I
Experience of using data and strategic priorities to inform delivery and prioritisation.	E	A,I
Experience of managing multiple customer relationships	E	A,I
Experience of using CRM systems	D	A,I
Experience in managing student/graduate relationships	D	A,I
Experience of working in higher or further education	E	A,I
Experience of engaging effectively with employers and key external stakeholders	E	A,I
Experience of evaluating impact, and reporting accordingly	D	A,I
Experience of managing projects and organising workload effectively.	E	A,I
Experience of designing and delivering impactful group work/ presentations to meet objectives.	E	A,I
Experience of working in a social mobility/ widening participation capacity.	D	A,I
Skills and Knowledge:		
Knowledge of the HE sector including careers and employability agenda.	E	A,I
Knowledge of the graduate labour market and implications for graduate recruitment	E	A,I
An understanding of employer needs for, and expectations of, graduates.	E	A,I
Excellent communication skills, written and verbal, particularly in relation to working with students, academics and employers.	E	A,I
An ability to generate innovative engagement proposals to maximise efficient service delivery and carry through to completion.	E	A,I
An ability to be highly organised and prioritise work load.	E	A,I
Competencies and Personal Attributes:		
Confident	E	A,I,P
Innovative	E	A,I,P
Results driven	E	A,I

Highly organised and able to prioritise workload	E	A,I
Projects a professional image at all times	E	A,I,P
Adaptable and flexible within a team environment	E	A,I
Business Requirements		
Will be required to work the occasional evenings and weekends	E	A,I
Able to travel between sites and to employer locations nationally	E	A,I
Occasional overnight travel will be required	E	A,I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	Mark Stow	HRBA	
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