



Job Description

Position / Job Title:	Employability Skills Manager
Ref:	SSS291
Location / Building:	Any University Building
Faculty/Service:	Student Services
Group / Section:	Careers & Employability
Grade:	6
Normal hours:	Part-Time 34.5 hours per week The role can be undertaken on a part-time and flexible basis. Some flexibility will be required in order to ensure that key time scales and deadlines are met.
Accountable to:	Head of Careers & Employability
Responsible for:	Employability Skills Coordinator
Conditions:	With notice occasional evenings and weekends during term time is required

Job Purpose

Boosting career prospects is now the most commonly cited reason for university attendance, and universities are increasingly assessed on the quality of graduate employment outcomes. CareersBU, Bournemouth University's Careers & Employability service, plays a key role in supporting our 18,000+ students as well as our alumni to plan their careers, connect to employers, understand their values and develop their skills, responding to the needs of employers and a fast-changing labour market.

This is a key role with a strategic focus. As Employability Skills Manager you will:

- Oversee delivery of the Graduate Skills Programme, BU's innovative extracurricular programme offered to all BU students to equip them with the transferable skills, knowledge and attributes required for a fast-changing and competitive labour market.
- Plan, create and embed an innovative BU-wide approach to employability skills, enabling students, staff and external partners to understand through a shared language and common framework the employability skills BU students gain through their time with us.
- Act as a source of expertise on labour market information; delivering long-term planning and strategy to respond to trends, patterns and projections in the labour market

Main Responsibilities

Managerial responsibilities

- Responsibility for leading and developing the Employability Skills team to ensure that the team has the skills required for current and planned activities, including:
 - Day-to-day line management
 - Organising and supervising the team's workload
 - Supporting the career development of the team
 - Appraising staff performance and acting on areas where improvements are required
 - Delivering information sessions relating to work of the Employability Skills team.

Embedding Employability

- Plan, create and coordinate a BU-wide approach to employability skills, including but not limited to the development of an innovative set of graduate attributes which accurately reflect the employability skills BU students develop and the needs of the labour market.
- Work with employers, students, and faculties to ensure attributes are developed and embedded in a collaborative and strategic way.
- Work with faculties to develop processes for contextualising and tailoring attributes to be meaningful and practicable within faculty and sector contexts.
- Lead the development of a range of tools and vehicles for the embedding of graduate attributes. This could include (but is not limited to) integration within the assessment and feedback processes, integration with validation processes, delivery of placement-related support, and delivery of the Graduate Skills Programme.
- Lead a process of mapping key attributes/employability skills against the curriculum, ensuring students can articulate the skills they are gaining in a standardised way, and identifying gaps.
- Support the development of a standardised BU-wide language for and approach to understanding key employability skills.
- Lead on the continuous improvement and development of the central University extracurricular offer, including work with other key stakeholders and the development of the Brightspace Learning Environment and any associated e-learning platforms and content
- Act as a source of expertise on labour market information; delivering long-term planning and strategy to respond to trends, patterns and projections in the labour market, including skills needs, growth professions and sectors, and the impact of AI, Brexit, and other external factors.
- Act as a task group member on senior level strategic groups (e.g. LinkedIn Learning, Fusion for Learning Employability Group, External Engagement Group, Employer Engagement Group, Graduate Attributes Working Group)
- Attend and present at relevant conferences or industry events about the approach that CareersBU takes to employability
- Build relationships with other university staff professional networks to seek any opportunities for best practice in relation to embedding employability.
- To work collaboratively with key internal stakeholders to deliver employability themed events (e.g., SUBU, Global Engagement Team, Sustainability Team)
- To regularly conduct research into sector wide employability skills initiatives and encourage best practice

Graduate Skills Programme Management

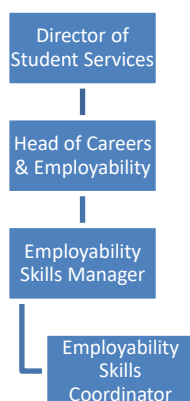
- Managing and maintaining financial control of the programme budget and associated practices, such as procurement, in line with University policy to ensure that the service offers value for money.
- Oversee the coordination and management of regular face-to-face drop-in sessions and online communications to deal with any student enquires relating to the programme and any awards events.
- Prepare guidance material to enable students to participate in the programme and support staff to promote extra and co-curricular activities connected with it.

- To work closely with colleagues from all Faculties and Professional Services to help co-develop the programme and ensure that there are effective mechanisms in place to capture relevant data and information relating to staff and student engagement in the programme.
- To oversee / co-deliver a portfolio of student – led projects that are recognised as a part of the Graduate Skills Programme – including international projects.
- Manage the review of content and structure of BU's Graduate Skills+ Award
- Building and maintaining effective relationships with internal and external stakeholders and be responsible for arranging guest lecturers/presenters for relevant programme events/sessions.
- Being proactive in engaging with new and existing contacts through industry networks, regional and national bodies and business societies.
- Host employers and representatives connected with the development and delivery of the programme.
- Build and maintain partnerships with key programme 'endorser' employers, seeking to build new partnerships which align with BU's strategic narratives and values
- Manage a series of student, staff and employer focus groups which feed into the content and delivery of the Graduate Skills Programme
- Work with the Engagement Officer and the Marketing & Communications team to oversee the marketing and branding of the Graduate Skills Programme to a student, staff and external audiences
- Oversee the management and delivery of a timetable of programme events/sessions.
- Work closely with a range of internal and external partners to develop content for programme sessions/events.
- Participate and assist in the organisation of specific University events and projects (e.g. Orientation events, Arrivals Week, Open Days, etc.) to promote and support the programme.
- Oversee and deliver the Graduate Skills+ end of year awards ceremony for 100+ participants.
- Organise a series of Industry Insight Days in collaboration with the industry endorsers of the Graduate Skills Programme

Reporting duties

- Coordinate and compile papers and/or reports for University Leadership requirements.
- The preparation of evaluation reports about the Graduate Skills Programme and Employability Skills more generally for wider dissemination internally and externally.
- Provide regular reports to the Head of Careers and Employability and / or the University Leadership Team as well as responding to ad hoc requests for information
- To undertake such duties as may reasonably be requested by The Head of Careers and Employability and that are commensurate with the nature and grade of the post.

Organisational Chart



Contacts

Internal: contacts outside of the immediate team will include SUBU elected sabbatical officers; Executive & Deputy Deans, Heads of Department, Programme Leaders, University staff responsible for extracurricular activities; other University academic, administrative and Professional Services staff.

External:

Staff responsible for similar awards in higher education institutions, employers, local authorities, voluntary organisations and other professional bodies

Challenges

The postholder will be required to operate flexibly and pro-actively to be successful and to support the growth and development of the Graduate Skills Programme amongst students, staff and external stakeholders.

The postholder will be required to influence others and demonstrate credibility and gravitas to develop ensure a standardised and embedded approach to employability across the university.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality and Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

December 2023



Person Specification

Job Title:	Employability Skills Manager	Position No:
Faculty / Service:	Student Services/Careers & Employability	Date: December 2023
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Degree or equivalent professional experience		E
Experience of influencing organisational change		E
Relevant experience of working in a training, events or advisory role		D
Sound understanding of personal development planning and reflective approaches to learning in a work environment		E
Knowledge and understanding of extracurricular opportunities for students		E
Experience of using virtual learning environments		D
Knowledge and understanding of the issues affecting the current higher education environment particularly in relation to skills and employability		E
Knowledge and understanding of trends, activity and forecasts in the labour market, particularly in relation to graduate recruitment		
Experience of successfully leading and managing a team		E
Experience of managing and organising events involving a range of stakeholders		E
Experience of working with external stakeholders across a range sectors to deliver joint projects/shared initiatives		E
Budget management experience		D
Understanding of impact measurement in the context of student outcomes and progression		E
Experience of working with academic staff in a HE environment		D
Skills		
Excellent organisational skills		E
Excellent planning skills including long-term planning and strategic planning		
Excellent written and interpersonal skills with the ability to communicate with staff at all levels of the University, students from a wide variety of backgrounds and external stakeholders from a range of sectors		E
Excellent digital and IT skills, especially MS Excel to aid with the production of reports and analysis of student data		E
Outstanding presentation and training skills in an 'in person' setting and via online platforms with an ability to create engaging content for end users		E
Attributes		
Strong commitment to delivery an excellent student experience		E
Commitment to own continuing professional development		E
Resilient and able to remain calm under pressure		E
Approachable manner with the ability to relate to and work with a diverse range of people		E
Proactive and self-motivated; ability to work autonomously		E
Ability to provide leadership and make decisions on large-scale, organisation-wide projects		E
Ability to influence and develop strong networks at all levels of the University and with external collaborators		E
Ability to manage complex, strategic projects and work collaboratively to achieve goals and objectives		E

Innovative, adaptive and solution-focused	E
Pragmatic, flexible and adaptable management style	E
Professional client focus	E
Gravitas and the ability to influence and engage senior colleagues and external partners	E
Commitment to equality, diversity and inclusion	E
Commitment to BU's values are excellence, inclusivity, creativity and responsibility	E
Integrity, openness and transparency, kindness, respect, a positive mind-set and a caring approach	E