

Job Description

Career Development Officer

Directorate of Library and Student Services, Careers Team.

Grade: **E**

Role profile:

SME1

Full time

Fixed Term Contract

	Duties of the role
Overall purpose of the role	In partnership with a faculty-linked Career Development Manager, you will develop collaborative links between the Careers Team and De Montfort University students, graduate recruiters, faculties, and the Students' Union, which support the University's employability strategy. You will develop and implement student-facing activities which promote and encourage employability and work experience predominantly in the Faculty of Business and Law, through a variety of curricular and noncurricular initiatives, including the delivery of a quick query service, careers clinics and workshops, employer events, all with the overall aim of supporting students' employability and improving the university's employability outcomes. To monitor and evaluate comprehensive and up-to date management information and labour market intelligence relating to employability activities throughout the student journey.
Main duties and responsibilities	• Develop appropriate and effective ways of communicating the value of employability skills to students, graduates, faculty staff, employers and other key stakeholders to enhance student employability and graduate employment outcomes. • Liaise and network throughout the university to build and develop strong working relationships and good referral practices with a wide range of departments and faculties, including, Careers and Employability Service; Alumni; Faculties; Graduate School; Research, Business and Innovation; Library and Learning Services; Marketing and Communications; and the Students' Union • Enhance the quality of the wider student experience by providing a comprehensive service for students who are seeking work related opportunities • Formulate and introduce impactful student-facing employability-related events, including employer programmes, guest speakers, skill development sessions, career management workshops, presentation events and networking evenings • Prepare, produce and disseminate a range of high quality information and advice materials and events for students, staff and external contacts, for delivery via a variety of mediums including: face-to-face, telephone, paper and web.
	Duties of the role

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| | <ul style="list-style-type: none"> • Work closely with students, faculties and employers to pinpoint various success stories and examples of good practice throughout the university, which promote the unique selling points of De Montfort University students and graduates • Monitor and collate feedback from students, staff and external contacts by appropriate means as part of the University's employability strategy • Provide regular student employability management information statistics and reports which identify outcomes/issues/trends arising from student employability, employer liaison and other bench-marking activities including the annual Graduate Outcomes survey • Contribute to external professional networks including AGCAS, AGR, European Foundation for Management Development and build collaborative relationships in order to: <ul style="list-style-type: none"> ○ Contribute to the development of best practice through conferences and other fora; ○ Publish articles in relevant literature; ○ Ensure colleagues are aware of best practice and innovation in career development and planning. • Familiarisation and compliance with DMU policies and procedures, such as Data Protection and Health and Safety will be expected. • Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. • Occasional unsociable hours may be required (i.e. evenings or weekend work) in order to fulfil events such as careers fairs, networking events, graduations, open days. • Perform any other duties commensurate with the job grade as reasonably required from time to time. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land. |
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Person Specification

Career Development Officer

Directorate of Student & Academic Services, Careers & Employability

Team. Grade: E

Role profile: SME1

Full time

Fixed Term Contract

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	Honours degree or equivalent	Essential		✓			✓
	Recognised guidance qualification e.g. DipCG, DipCEIAG (HE), NVQ4 Advice and Guidance OR Experience of graduate recruitment in industry		Desirable	✓			✓
Knowledge and Experience	Experience of delivering careers education, information, advice and guidance within an HE setting	Essential		✓	✓		
	Demonstrable understanding, interest and knowledge of the graduate employability agenda	Essential		✓	✓	✓	
	Experience of developing and providing careers related workshops and events.	Essential		✓	✓	✓	
	Experience of establishing and managing successful customer relationships	Essential		✓	✓		
	Experience of marketing and/or events management	Essential		✓	✓	✓	
	Experience of co-ordinating multiple projects/tasks	Essential		✓	✓		
	Experience in the collation, storage, analysis and dissemination of information in a variety of forms	Essential		✓	✓		
	A successful track record of delivering key targets and objectives to deadlines	Essential		✓	✓		
	Knowledge of the UK graduate labour market and graduate employability skills	Essential		✓	✓	✓	
	Experience of liaising with graduate employers and/or professional bodies		Desirable		✓		
	Experience of delivering placement and internship opportunities within Higher Education		Desirable		✓		
	Knowledge of key agencies such as HEA, QAA		Desirable	✓			

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Active member of appropriate professional bodies e.g., AGCAS, ISE, REC, CIPD		Desirable	✓			
Communication	Experience of utilising digital technology to enhance the delivery of employability services and support student engagement	Essential		✓	✓		
	Ability to write reports and update guides.	Essential		✓	✓		
	Proven ability to demonstrate strong communication and presentation skills (verbal and written).	Essential		✓	✓		
	Competent use of IT including Microsoft Office suite, internet and social media	Essential		✓	✓		
Motivation and Attitude	Ability to exercise initiative, work independently and to deadlines.	Essential		✓	✓		
	The ability to work on own initiative and as part of a team.	Essential		✓	✓		
	Flexible approach to work, including availability to work occasional weekends and evenings	Essential		✓	✓		
	Maintains professional integrity at all times, acting with honesty and impartiality	Essential		✓	✓		
Other Information	Ability to promote a positive health and safety culture, and improve health and safety performance	Essential			✓		
	Understands confidentiality and the requirements of the Data Protection Act	Essential		✓			
	An understanding and appreciation of relevant Health & Safety legislation	Essential			✓		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**