



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Deputy Employability & Placements Manager, Faculty of Engineering & Physical Sciences**



**Salary: Grade 7 (£33,199 - £39,609 p.a.)**

**Reference: ENGMP1009**

**Closing date: 23 June 2019**

**We will consider flexible working arrangements**

## **Deputy Employability Manager Faculty of Engineering & Physical Sciences**

**Do you want to contribute to the University's Employability and Placements strategy within a Faculty context? Can you lead and influence, effectively planning and directing resources to meet key priorities and challenges?**

Working as part of the University Student Education Service you will be responsible for the effective leadership and delivery of employability and placements support within the Faculty of Engineering and Physical Sciences.

You will work in close partnership with Student Careers and relevant academic leaders to lead, shape, develop and manage placements support. You will require strong leadership skills to be take forward the Faculty and University vision and maintain the high standards of the faculty. You will work in partnership with the School Education Service Managers to ensure processes and practices within the Faculty's constituent schools are managed effectively, delivered consistently and to agreed quality standards.

Reporting to the Faculty Employability and Placements Manager, with responsibility to the University's Head of Careers, you will work collaboratively with other members of the Student Education Management Team and as part of the wider Employability and Placements function of the University to ensure staff resources are managed effectively.

In this client focused role you will contribute to Faculty level plans and projects, working collaboratively with colleagues across the University, facilitating good communication, building positive working relationships and delivering results.

### **What does the role entail?**

As a Deputy Employability and Placements Manager your main duties will include:

- Strategically contributing to the continuous development of the employability and placements function and service, working collaboratively with academic colleagues, and service colleagues across the Faculty, Student Opportunity and the wider University to achieve this;





- Providing management in regards to a range of faculty and cross faculty projects as outlined in each faculty Employability Action plan. Working in conjunction with colleagues across the faculty and institution, setting standards for team members who support this function, supporting team members through change, and engaging members of the team in delivering improvements that align to Faculty and University objectives;
- Direct line management of Employability and Placements Officers, co-ordinator and assistant roles within the team.
- Contributing to the training, development and support of staff in relation to the introduction of new initiatives, policy updates and service and systems developments.
- Leading wider employability initiatives for students within the faculty and liaising with employers and other external stakeholders to provide and promote opportunities for students;
- Collaborating with key stakeholders, including academic and professional staff, to review and define the key priorities for specific projects including but not limited to: placement year process management and cross faculty employability projects
- Representing the Faculty at institutional level and playing a leading role in the management of employability and placement activity within and beyond the Faculty;
- Leading Faculty implementation of new systems and process developments, ensuring resourcing implications are properly understood and team members are supported through change;
- Identifying and prioritising opportunities for enhancements to employability and placements processes through analysis and monitoring of service delivery, using relevant management information and data to identify impact and trends, identifying and addressing risks and barriers to efficient, effective and consistent service delivery;
- Advising and supporting students through delivery of pre-placement activities, including development of materials to support such activity including, but not limited to CV preparation, application process, and interview techniques;
- Designing and delivering a series of creative and engaging content as part of the Faculty wide first and second year “Work Placement Programme” to prepare students for pursuing industrial work placements.
- Engagement with external organisations for programme delivery, including engineering institutions, employers and other relevant bodies, including planning and co-ordinating the delivery of external led sessions;



These duties provide a framework for the role and should not be regarded as a definitive list.

## What will you bring to the role?

As Deputy Employability and Placements Manager you will have:

- A passion for contributing to the employability of students;
- Knowledge and experience of the provision of employability and/or placements support within an educational context;
- Experience of delivering continuous improvement and service excellence;
- Ability to lead and deliver change;
- Experience of influencing and negotiating effectively to achieve desired outcomes;
- Ability to lead and manage people;
- Excellent problem solving skills and the ability to think strategically and creatively;
- Ability to work independently, assessing, managing and prioritising competing demands;
- Ability to build and maintain effective partnerships and work collaboratively with a range of stakeholders including external stakeholders such as employers;
- Excellent written and verbal communication skills;
- Excellent IT skills with the ability to analyse, interpret and present data.

You may also have:

- Experience in project and process delivery, developing and working to plans, deadlines and project milestones.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).



## Contact information

To explore the post further or for any queries you may have, please contact:

**Su Maynard, Employability and Placements Manager for Engineering and Physical Sciences**

Tel: +44 (0)113 343 2148

Email: [s.maynard@leeds.ac.uk](mailto:s.maynard@leeds.ac.uk)

## Additional information

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#).

### A diverse workforce

The Faculty of Engineering is proud to have been awarded the [Athena Swan Silver Award](#) from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.





Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

