



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Employability Officer (Faculty of Social Sciences), Student Careers Service



Salary: Grade 5 (£22,659 – £26,243 p.a.) 0.7FTE

Reference: SESSP1226

We will consider flexible working arrangements

Employability Officer (Faculty of Social Sciences) Student Careers Service

Are you a well organised and adaptable individual, committed to delivering an excellent student experience? Do you want to support students within the Faculty of Social Sciences to succeed after graduation by providing high quality Employability support during their time at Leeds?

Your role will be to develop, support and deliver employability opportunities for students which enable them to succeed both as student and once they have graduated. You will also provide effective administrative support for a range of employability interventions such as placements, events and workshops. Initially you will be assigned to support the School of Sociology and Social Policy and the School of Politics and International Studies, however as we develop our service provision, it is expected the scope of the role may change and grow, so you will need to have a flexible approach to work.

You will be well organised, with excellent attention to detail and are able to demonstrate a strong team ethic in relation to supporting both careers and academic colleagues. You will also be able to multi-task in order to work effectively within and across Schools to support their employability priorities and deadlines.

You will work collaboratively with team members within your School, Faculty, Student Careers and other services, sharing information, making connections and improving the service we deliver. At all times, you will be sensitive and supportive in relation to the student experience and ensure that student voice and inclusive practice is at the centre of all we do.

What does the role entail?

As an Employability Officer your main duties will include:

- Acting as a key contact for employability for the School of Sociology and Social Policy and the School of Politics and International Studies, providing specialist information and advice to academic and Student Education Service colleagues;
- Supporting University-wide, Faculty and School-level initiatives in order to enhance employability opportunities for all students;



- Promoting student engagement within employability initiatives, through participation in open days, induction and staff-student forums;
- Supporting the development of inclusive and diverse opportunities in order that all students are able to access and benefit from them;
- Generating marketing materials and communication channels in relation to the Faculty Employability Communications Strategy;
- Managing and maintaining an up to date record of student employability opportunities, using the MyCareer system;
- Organising and supporting the delivery of a planned programme of student workshops and information sessions to meet student personal development and employability needs;
- Understanding the use of management information in relation to career readiness, graduate outcomes and other relevant data sets in identifying key priorities for employability provision;
- Meeting with students as and when necessary, to provide initial support and to signpost opportunities for further career and personal development planning;
- Working with identified external employers and alumni in order to maintain relationships that will provide opportunities for students;
- Contributing to the development of a consistent, high quality Faculty Employability Team through participation in employability meetings and team events; making suggestions on how to adapt and develop standardised operational practices and processes;
- Developing contacts and building effective working relationships with a variety of appropriate colleagues and University Services, to ensure effective coordination of information and activity.

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.

What will you bring to the role?

As Employability Officer you will have:

- An enthusiasm for supporting student employability, with a focus on delivering an excellent customer service and student experience;
- The ability to develop and maintain professional and productive relationships across all levels of staff, students and employers;



- Experience of supporting events and projects within an educational or industry context;
- Excellent communication skills, with the ability to clearly articulate complex information, modifying your approach to suit different audiences;
- The ability to work effectively in a team environment by collaborating, supporting and valuing the contribution of colleagues;
- A flexible approach, with excellent organisational, planning and time management skills, with the ability to adapt priorities to meet deadlines and conflicting demands as peak workloads require;
- Strong judgment and initiative, with the ability to effectively interpret and apply policies and procedures and make suggestions for improvements;
- Strong IT skills and be proficient in the use of Microsoft Office products, particularly Word, Excel and Powerpoint;
- Excellent accuracy and attention to detail;
- Evidence of a commitment to your own continuous professional development;
- A creative and innovative approach to problem-solving.

You may also have:

- Evidence of an awareness of the key challenges in the Higher Education sector;
- Experience of supporting employability and placements activity;
- An awareness of the external employment market and employer requirements.

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:

Sarah Wenham, Employability and Placements Manager – Faculty of Social Sciences

Tel: +44 (0)113 343 31701

Email: s.wenham@leeds.ac.uk



Additional 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.

Criminal record information

Rehabilitation of Offenders Act 1974

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.

