



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Student Education Service Officer (Faculty of Environment),  
Student Careers**



**Salary: Grade 6 (£27,511– £32,817 p.a.)**

**Reference: SESSP1229**

**Fixed-term Full Time until July 2020**

**This role is ring fenced to employees working within the Student Education Service as a development opportunity**

# **Student Education Service Officer (Faculty of Environment)**

## **Student Careers, Student Education Service**

**Are you currently working in an employability role within Student Careers?  
Are you looking for a fixed term development opportunity?**

This role will be to lead, manage and deliver employability opportunities for students within designated Schools (Faculty of Environment), enabling them to succeed both during their studies and once they have graduated. The role will provide effective managerial and administrative support for a range of employability activities such as employer engagement, placements, events and workshops. The role will also lead on and deliver partnership-level projects both internally and externally to the University which benefits the student experience.

In this role you will need to work collaboratively with academic and professional services colleagues across Schools, Faculties, Student Careers and the LUU, 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 a Student Education Service Officer your main duties will include:

- Acting as a key contact for employability within a specified School(s) communicating both complex information and advice to academic and Student Education Service colleagues;
- Alongside relevant Academic Leads, developing and implementing effective School-level Action Plans for the enhancement of employability of students in the Faculty, including UG, International, PGT and PGR students, in line with the Faculty and University employability agenda.
- Promoting and acting upon student voice within employability initiatives, through participation in open days, induction and staff-student forums;
- Managing the process of work placements including employer visits and initial set-up.
- Initiating and managing the development of inclusive and diverse opportunities in order that all students are able to access and benefit from them;



- Where appropriate, generating marketing materials and communication channels in relation to the Faculty Employability Communications Principles;
- Managing and maintaining an up to date record of student employability opportunities, using the MyCareer system in addition to making suggestions for both improvement centrally and locally;
- Organising and delivering a year-long planned programme of student workshops and information sessions to meet student personal development and employability needs;
- Understanding and managing the use of student and graduate data 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 external employers and alumni to provide opportunities for students. This will include seeking out new networks and partnerships including arrangements for talks and workshops and alumni career profiling; liaising with the Alumni Office as appropriate;
- Leading on specialist projects on behalf of the Faculty Employability Team and ensuring that good practice and learning is disseminated as a result;
- 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 and representing the School/Faculty on internal and external groups as and when necessary;
- Developing contacts and building effective working relationships with a variety of appropriate colleagues and University Services, developing new innovative ideas around delivery and impact.

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 a Student Education Officer you will/will have:

- Already be working in an employability role within Student Careers;
- Proven practical experience relevant to the role and competency in Microsoft Office and MyCareer;<sup>[TG1]</sup>



- Evidence of an ability to work independently, managing competing demands in order to meet tight deadlines whilst effectively delivering multiple complex projects;
- Experience of managing projects;
- A proven track record of building effective working relationships with a variety of colleagues and clients;
- An ability to work as a member of a team combined with the sense of responsibility needed to work unsupervised;
- The skills and ability to enthusiastically inspire, influence and coach others.

You may also have:

- Experience in using Raiser's Edge and other relevant software to manage employability activities.

## 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:

**Tessa Grant, Professional Development Manager**

Tel: +44 (0)113 343 6754

Email: [t.j.grant@leeds.ac.uk](mailto:t.j.grant@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](mailto: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.

