



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Employability Officer, Student Education Service, Leeds University  
Business School**



**Salary: Grade 5 (£23,067 - £26,715 p.a.)**

**Reference: SESSP1234**

**We will consider flexible working arrangements**

# **Employability Officer Student Education Service Leeds University Business School**

**Are you a well organised and adaptable individual, committed to delivering an excellent student experience? Do you want to help to deliver and develop our strategy for employability and placement provision for students?**

Using your excellent organisation and networking skills, you will have the responsibility for coordinating employability and placement activity within Leeds University Business School, including specific responsibility for coordinating employability activities aimed at postgraduate students and communicating opportunities to all students. You will also work closely with colleagues to recruit and administer the Faculty Ambassador programme.

With experience of working in an administrative role and providing support for student education practices and processes, you will have excellent communication skills and the ability to identify and suggest improvements to the service provided.

You will be well organised, with excellent attention to detail and a flexible approach to work. You will be able to multi-task and move between tasks within the Faculty at short notice to meet deadlines. You will work collaboratively with team members within your Faculty, the wider student education service and other University services colleagues to share good practice and encourage knowledge exchange to facilitate continuous improvement.

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

As a Student Education Service Officer, your main duties will include:

- Coordinating employability practices and processes for Leeds University Business School, with a particular focus on Postgraduate Students, providing specialist information and advice to academic and Student Education Service colleagues;
- Organising and delivering student workshops, information and training sessions which focus on personal development and employability opportunities;
- Servicing relevant groups and committees including the Faculty Employability Group.



- Collating and analysing communications information data to inform service and Faculty strategy;
- Promoting employability opportunities to current and prospective students through participation in open days, induction, and cohort meetings, and by generating content for dissemination through websites, email and social media;
- Working with colleagues, recruit to and administer the Leeds University Business School student Ambassador undergraduate and taught postgraduate programmes;
- Meeting with students individually to provide support and to signpost opportunities for further career and personal development planning ;
- Developing knowledge of employability opportunities, keeping up-to-date with institutional developments and supporting their timely adoption within the Faculty.
- Providing and contributing to the development of a consistent, high quality Student Education Service, through participation in Employability and Placement meetings and team events; making suggestions on how to adapt and develop standardised operational practices and processes;

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 an Employability and Placement Officer, you will have:

- An enthusiasm for and experience of working in an administrative role, supporting student education practices and processes; delivering excellent customer service and experience;
- 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 across the service as peak workloads require;



- Strong judgment and initiative with the ability to effectively interpret and apply policies and procedures, understand and solve problems, and make suggestions for improvements;
- Strong IT skills and proficiency in the use of Microsoft Office products, particularly Word and Excel;
- Excellent accuracy and attention to detail;
- Evidence of a commitment to continuous professional development.

You may also have:

- Evidence of an awareness of the key challenges in student and graduate employability;
- Experience of supporting employability and placement activity within an education context;
- Experience of promoting opportunities to students;
- Experience of participating in networks and improvement initiatives.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

**Steph Binks, Deputy Employability and Placement Manager**

Tel: +44 (0)113 343 0180

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

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it's 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 in 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.

