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The Post:

Faculty/Service:	**Education and Academic Services**
Post:	**Employability and Placements Adviser**
Reference:	**ID2107**
Grade:	**E**
Reporting to:	**As directed in SEAS structure**
Responsible for:	**N/A**
Location:	**Exeter**

Organisational Context

Student Employability and Academic Success (SEAS) within the Directorate of Education and Student Support (ESS)

SEAS resides within the Education and Student Support Directorate which is responsible for providing key education and administrative support activities that underpin the student experience.

SEAS consists of professional services teams that provide a portfolio of educational activities to assist students with the development of their academic, professional, personal, career and employability attributes throughout their time at University, including global experience opportunities. Provision is delivered within the curriculum, and in collaboration with colleges and academic departments, through extra-curricular activity and through facilitating access to work and study opportunities on campus, across the UK and globally. SEAS colleagues work collaboratively in the delivery of such provision with students, academics, employers, business intermediaries, alumni, other professional services, University

stakeholders and higher education partners. SEAS collates data for internal management purposes and contributes to mandatory data compliance reporting for Government and other external stakeholders.

The Team

The Student Employability and Development team consists of several teams delivering a wide range of services to facilitate employer and alumni engagement across the University on behalf of SEAS, Colleges and disciplines in order to support student progression into graduate-level employment. The team facilitates the creation and signposting to various work-based learning opportunities (including placements, mentoring and work shadowing) that are accessible through central SEAS services and through degree programmes for students of all study levels and disciplines. The team also facilitates and co-ordinates a programme of employer and alumni-led events and activity for Colleges and through central provision.

Place-based learning opportunities will include part-time work, campus-based internships, curriculum-based placements, undergraduate internships, graduate placements, other work-based learning schemes as well as support other SEAS activity that facilitates the securing of relevant opportunities.

Main purpose of role

As part of the Student Employability and Development (SED) team, the role will include providing 'one to one' support to students and graduates, delivery of employability related workshops and presentations and the planning, development, coordination and delivery of employability provision via Colleges and as part of the wider portfolio of activity delivered by SEAS. The main aspects of the role include:

1. Providing student employability and sectoral training, enterprise education, support and advice.
2. Advising students on preparation for internships, place-based learning, graduate work and further study.
3. Support students whilst on placement including wider place-based learning (e.g. global leaders, Pathways)
4. Build and strengthen links with regional, national and international graduate employers and place-based learning opportunity providers
5. Identify, shape and develop project and work experience opportunities for students.

These activities will include a range of employability related initiatives and work with academic staff, professional services staff, alumni and employers. Provision via the University's colleges (academic disciplines), centrally and in collaboration with Employability and Careers Consultants and other SEAS staff and educators where appropriate**.**

Main duties and responsibilities

The following items are indicative of the range of activities for all Employability and Placements Advisers.

1. Work with College senior colleagues, SEAS SMT and Employability and Careers Consultants in devising programmes of activity designed to meet related College and department priorities and in accordance with wider University sovereign strategies.
2. Develop, organise and deliver employability workshops, lectures and events to help students secure placements and graduate opportunities.
3. Develop and maintain associated on-line and e-learning resources.
4. Develop and deliver 1:1 sessions with students to provide advice and support on careers management skills e.g. placement sourcing, CVs, covering letters, LinkedIn profiles, application forms and a variety of sectoral and professional behavioural development programmes. Assist students to reflect on, evidence and articulate the skills and mind-set required for and acquired from work and other relevant experience.
5. Work with relevant College and SEAS administrative staff in the review and approval of UK and International placements secured by students for credit-bearing modules; including risk assessment to ensure suitability and feasibility.
6. Work with colleagues to increase the number of students undertaking work experience as a component of their degree to continue to increase the number of students securing graduate level work, entering postgraduate study, business start-ups and self-employment.
7. Support the employability-related marketing of SEAS services at open days, offer holder visit days, fresher's week, through various media formats e.g. web and social media, printed materials etc.
8. Foster and support peer mentor and student ambassador programmes including supervising projects.
9. In relation to place-based learning, visit host employers and opportunity providers where required and practical including participating on- and off-campus professional pathway programmes.
10. Support the evaluation of relevant programmes of activity and where relevant, ensure summary of feedback and data is provided to relevant College and SEAS staff.
11. Provide support to students to help them to gain maximum benefit from the portfolio of activity delivered both from within Colleges and the wider SEAS portfolio.
12. Liaise with academic tutors, programme directors and senior college staff to help encourage students to engage in employability modules and succeed in their associated placements.
13. Contribute to the design and delivery of related on- and off-campus events.

14. Support and host employer events and contribute to relevant event management. Attend SEAS, employer- and careers briefing sessions where practical and maintain appropriate levels of professional development in order to deliver activity to required standards.
15. Identify and develop place-based learning programmes for students by working with academic and SEAS colleagues and external service providers
16. Work closely with other SEAS and professional services in sharing leads, employers and other place-based learning opportunity providers.
17. Contributing to the activities which will assist the Graduate Outcomes Survey
18. Representing SEAS or the University at regional and national events and through relevant professional associations e.g. AGCAS, ASET, Enterprise Educators UK, Institute of Student Employers (ISE) etc.

Person Specification

The successful candidate will need to demonstrate:

	Essential Requirements	Desirable Requirements
Qualifications	• A qualification in careers guidance (e.g. QCG, DipCG or Dip CEIG HE) and/or Career Development or a HE teaching qualification **OR** alternatively significant professional experience in the delivery of high quality employability and professional development activity and training. • A good honours degree. • GCSE Maths and English Language (grade C or above) or equivalent	• British Psychological Society Level A Tester. • A learning and teaching in HE qualification
Knowledge	• Knowledge of careers and employability work in Higher or Further Education or graduate recruitment and development.	
Skills	• Excellent verbal and written communication skills including excellent command of English language. • Excellent interpersonal skills, particularly listening and the ability to develop rapport, persuade and negotiate. • The ability to work effectively in 'one to one' situations with clients and with large and small groups. • Ability to deliver effective presentations and workshops. • Ability to work effectively in large and small teams. • Good working knowledge of Microsoft Office (including Word, Excel, PowerPoint) email, the internet and virtual learning environments.	

	• Willingness to incorporate new e-learning technologies into working practices (e.g. Skype, lecture capture technology, interactive voting technologies and webinars). • Good administrative skills. • Excellent organisational skills. • Ability to work to deadlines. • Ability to develop excellent working relationships with others. • Attention to detail.	
Experience	• Experience working in the field of employability, place-based learning or graduate recruitment in Higher or Further Education.	• Post-graduation work experience in any field.
Attitudes	• Professional • Supportive • Self-motivated • Innovative • Collaborative • Friendly	
Other	• A willingness to acquire a Learning and Teaching in HE qualification and Higher Education Academy Fellowship if not already obtained.	
Circumstances	• Travel across all University campuses will be required, with occasional travel elsewhere in the UK and overseas. • Some activities will require evening or weekend working. • Acquisition of specialist knowledge and caseloads may be required depending on the College and/or academic discipline the post holder is assigned to.	