

Careers and Employability Service Manager

London Metropolitan University - Student Journey

Location:	London	Placed On:	23rd
Salary:	£43,416 to £50,037 per annum inclusive of London Allowance	Closes:	January 2020 10th February 2020
Hours:	Full Time		
Contract Type:	Permanent		

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Full-time (35 hours per week)

Permanent

Location: Holloway Site

ABOUT US

Transforming lives through excellent education

London Metropolitan University is a striving and ambitious institution committed to transforming the lives of its students through excellent education.

We are committed to making education available to people from all walks of life, creating and advancing social justice, social mobility and access to opportunity and professions. Our graduates benefit personally, but also contribute to society, culture, public service and the economy in all areas of London, the UK and around the world.

The Student Journey has five departments reporting into the Director of Student Journey: Academic Services, Customer Liaison, Library Services, Careers & Employability and Student Services. This post is based in Careers and Employability where the team provide professional and impartial careers information, advice and guidance, part time, temporary and full time employment and volunteering opportunities and employability skills training. Careers and Employability support is offered to students from the outset of their university careers and up to three years after graduation and the team work in close co-operation with academic and Professional Services departments, employers and community organisations. The Service has the Matrix Quality Standard and the Association of Graduate Careers Advisory Services Member Quality Standard.

ABOUT THE POST

Reporting to the Head of Careers and Employability, the Careers and Employability Service Manager, will manage operational planning and delivery of careers and employability activities for students and recent graduates and develop employer engagement to generate employment and other opportunities throughout the student lifecycle. The postholder will work closely with key staff in the Schools and the wider Student Journey to provide effective, targeted and holistic support ensuring that the Service provides excellent student and customer experience in delivering services to enhance graduate outcomes.

This post will be subject to a basic DBS check.

To apply, please click on the apply button above and use the reference number to search for the post. For further information please visit our website at <https://www.londonmet.ac.uk/about/jobs-at-london-met/> and quote the reference number.

Advert information

Type / Role:

Professional or Managerial

Subject Area(s):

Administrative

Student Services

Location(s):

London

Operations and Content Manager (Maternity Cover)

Queen Mary University of London - Careers and Enterprise

Location:	London	Placed On:	27th
Salary:	£47,325 to £52,833 per annum (Grade 6)	Closes:	January 2020 16th February 2020
Hours:	Full Time	Job Ref:	QMUL20242
Contract Type:	Fixed- Term/Contract		

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We are seeking an expert Operations and Content Manager (mat cover) to join the Queen Mary Careers and Enterprise team. We are dedicated to developing the employability of our students and graduates and the Operations and Content Manager is pivotal to the team.

The postholder would lead on three key operational activities which underpin a modern, efficient university careers service:

- Management and optimization of technology;
- Front-of-house services;
- Student-friendly curation and dissemination of labour market information;

It would be desirable, but not essential, for the postholder to lead on a fourth area: generation of engagement and impact data.

The postholder would line manage the Operations and Content Team (2-3 staff), and, as a member of the Careers and Enterprise Management Team, will support the strategic direction of the Service, particularly where this relates to the above four areas of operational activity.

The successful candidate will have experience managing careers information, delivering user-friendly client services and managing staff. S/he will also be comfortable managing and developing a careers service management system (CSMS). Whilst it would be desirable for candidates to demonstrate experience in analyzing, interpreting and presenting data for the purposes of informing service improvement, please note that this is not essential.

The role is full-time. It is likely that the post will be available until December 2020. This post is available as a result of maternity cover and while it is expected that you will hold the role for the full period, should the post-holder

on maternity leave exercise her right to return to work earlier, then this appointment will be terminated, subject to a notice period of one month.

Salary will be in the range of £47,325 - £52,833 per annum, inclusive of London Allowance. Benefits include 30 days annual leave and pension scheme. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. Where required this may include entry clearance or continued leave to remain under the Points Based Immigration Scheme.

To apply and for a full job details including a job description and person specification please visit <http://www.jobs.qmul.ac.uk/> and search for reference QMUL20242.

Please direct enquiries relating to the application process to recruitment@qmul.ac.uk. If you would like an informal discussion about the role, please contact Katie Black, k.black@qmul.ac.uk.

The closing date for all applications is: 16 February 2020. Interviews are expected to take place shortly afterwards.

Valuing Diversity & Committed to Equality

Advert information

Type / Role:

Professional or Managerial

Subject Area(s):

Administrative

Library Services & Information Management

Student Services

Location(s):

London



Academic Practice Learning Manager

Staffordshire University - School of Creative Arts and Engineering

Location:	Stoke-on-Trent	Placed On:	6th January 2020
Salary:	£51,034 to £59,135 per annum	Closes:	3rd February 2020
Hours:	Full Time	Job Ref:	CAE19-01
Contract Type:	Permanent		

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Stoke Campus

Tenure: Full Time, Permanent

Staffordshire University is on a journey to become the foremost modern higher education institution in the UK, with an international reputation for excellence, and we are looking for inspirational and effective people to take us to the next stage.

In 2018 we broke into the World University rankings for the first time and were named as a top 50 UK university by the Guardian. The quality of our student experience has placed us in the top 10 for teaching quality in the Sunday Times Good University Guide 2018 and in 2019 we achieved a Gold rating in the Teaching Excellence Framework.

We are a university of and for our community: local, national and global. If you share our values and have the skills to deliver our vision, we want to hear from you.

The School of Creative Arts and Engineering has ambitious targets for recruitment, retention, widening participation and employability. In recent years Staffordshire University has placed significant emphasis on work related learning embedding this strongly within its course provision. In CAE, in particularly Engineering we have undertaken significant development in Apprenticeships and Foundation Degrees and have built good support with partner colleges and regional employers which we would like to build on and expand. Thus, enabling strategic industry networks to be developed, maintained and embedded into the curriculum across all 3 areas within the school. A key aspect to the role will be to develop commercial capacity through maximising opportunities for live briefs, work related partnerships, placements and internships.

The role holder would take a key leadership role in guiding strategic development, co-ordination and quality assurance of all aspects of this practice-based learning, including oversight of accreditation by professional and industry bodies, work placement, apprenticeships and school lead partnership provision. You should hold a Master's degree with a specialism in one of the areas in the School and ideally a Doctoral level/PhD qualification. Applicants who do not hold a professional qualification in teaching and learning but, have an active interest, knowledge and experience of research in areas relevant to the role are encouraged to apply. We particularly encourage applicants with an interest in work related learning. You must have a proven track record of developing teaching and learning and be passionate about developing commercial opportunities within the curriculum. You must be an enthusiastic, reliable, flexible lecturer with experience in one of the school's specialisms and an ambition to undertake research, scholarly activity, consultancy and/or income generating activities.

For further information or an informal discussion regarding this role, please contact Professor Jess Power; Associate Dean of Students:
eliza.power@staffs.ac.uk

This role is subject to a standard DBS check.

In return for your dedication we have a competitive benefits package available

- Competitive incremental rates of Pay
- 37 days Annual Leave plus 11 days Bank Holiday and Discretionary days
- Excellent Pension Scheme
- Access to continued professional and personal development
- An opportunity to become part of the wider University community
- Access to an Employee Assistance Programme
- Discounted Health & Fitness Facilities on site at the Stoke Campus
- Discounted Travel by Rail or Bus, with the option of season tickets loans

To find out more and to apply please visit our website <http://jobs.staffs.ac.uk>

Closing date: Monday 03 February 2020

Advert information

Type / Role:

Professional or Managerial

Subject Area(s):

Administrative

Library Services & Information Management

PR, Marketing, Sales & Communication

Location(s):

Midlands of England



Student Development Manager (Careers Services)

University of Essex - Academic Section

Location:	Colchester	Placed On:	5th
Salary:	£41,527 to £49,553 per annum		February 2020
Hours:	Full Time	Closes:	18th February 2020
Contract Type:	Permanent	Job Ref:	REQ03624

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Department

The University of Essex delivers a transformational education to our students and puts their success at the heart of our mission, supporting every student from every background to achieve outstanding outcomes, and nurturing our community of educators to support and promote student success.

In order to continue to deliver our commitment to the success of every student and to realising the potential of their Essex Spirit through their contribution to our shared mission, we have established a new Student Development Services team within the Academic Section to bring together key activities to better support our ambitious new Strategic Plan (currently under development).

Duties of the Role

Our vision for the team is the provision of integrated leadership across the cognate areas of academic skills and employability support in order to maximise the synergies between them for the benefit of our students. The team will also play a key role in supporting our ambitious targets in relation to student attainment. This leadership role represents an exciting opportunity to help shape this team and its work. The successful candidate will ensure that careers and employability information, advice and support is well informed, professionally delivered and effectively targeted helping to give our students a competitive edge in the labour market, as well as setting the strategic direction for the careers services programme, overseeing the coordination and delivery of this and ensuring that this complements departmentally-based Career Development Learning (CDL) and placements activity.

Reporting to the Head of Student Development, the Student Development Manager (Career Services) role is an important management position which will lead a newly established area within the Student Development team. The post holder will lead the development and delivery of professional and proactive careers services for students to support our students to develop

throughout their educational experience, which is aligned with strategic priorities and supports students as they move into and through the University and prepare for time beyond Essex.

Skills and qualifications required

The successful candidate will hold an honours degree or equivalent. They will have experience of leadership at a senior level including developing and implementing plans in a large organisation and extensive experience of leading student facing service delivery in this area and supporting staff to deliver excellent services. Additionally, they will have the ability to lead the development of proactive services that realise University's strategic objectives and provide excellent services to students as well as an approach that translates vision into operational objectives and proactively promotes the vision to others.

At the University of Essex, internationalism and diversity is central to who we are and what we do. We are committed to being a cosmopolitan, internationally oriented university that is welcoming to staff and students from all countries, faiths and backgrounds, where you can find the world in one place.

Please use the 'Apply' button to read further information about this role including the full job description and person specification which outlines the full duties, skills, qualifications and experience needed for this role. You will also find details of how to make your application here.

Our website <http://www.essex.ac.uk> contains more information about the University of Essex. If you have a disability and would like information in a different format, please telephone (01206) 876559.

Advert information

Type / Role:

Professional or Managerial

Subject Area(s):

Student Services

Location(s):

South East England