

Helpdesk Report:  
Head of Careers, Employability &  
Alumni Relations

by

Incomes Data Research

July 2022

This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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## 1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Head of Careers, Employability & Alumni Relations

## 2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable 'triangulation' of the results, and thereby provide the widest possible assessment of the market for this role.

### 2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Head of Careers, Employability & Alumni Relations.

#### 2.1.1. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.<sup>1</sup>

#### HR Manager (resourcing, recruitment and apprenticeships), whole economy, job level 8

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 8	7	£62,375	£65,038	£72,230	£69,392

Source: IDR Pay Benchmarker.

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<sup>1</sup> Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

### 2.1.2. Higher education data

The following tables contain data from bespoke research carried out by IDR to collect salary data from ECC member universities. The research received responses from six universities with a similar role and the details are provided in the table below. The second table provides analysis result of the data provided to give a median and average salary.

#### Head of Careers, Employability & Alumni Relations

Job title	Minimum £pa	Maximum £pa	Comment
Head of Student Careers	£96,458	£96,458	Spot salary
Head of Student and Graduate Employability	£51,800	£61,818	Includes careers, placements & student opportunities
Head of Student Employability and Academic Success	£75,996	£114,950	No Alumni Relations aspect
Director of Careers	£68,499	£68,499	
Alumni Relations Manager	£53,348	£60,022	
Associate Director, Employability and Apprenticeship	£61,818	£73,782	No Alumni Relations aspect

Source: IDR bespoke survey.

#### Summary analysis of basic pay for Head of Careers, Employability & Alumni Relations

	Minimum £pa	Maximum £pa
Lower quartile	£53,348	£61,818
Median	£61,818	£68,499
Average	£66,385	£72,116
Upper quartile	£68,499	£73,782
<i>Count</i>	6	6

Source: IDR bespoke survey.

### 3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

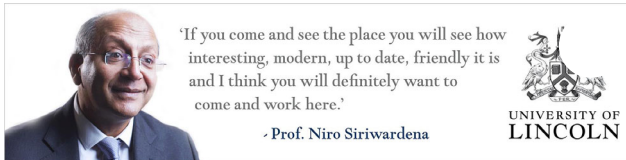
#### 3.1.Data and summary

##### Head of Careers, Employability & Alumni Relations - job advertisements

Reference ID	Organisation	Job title	Min	Max	Region
ID576	University of Lincoln	Head of Careers & Employability	£51,799	-	East Midlands
ID577	University of Oxford	Deputy Director of Alumni Relations	£48,835	£56,587	South East
ID601	City University of London	Head of Bayes Alumni Relations	£46,041	£54,943	London
ID602	University of Dundee	Head of Development and Alumni Relations	£53,348	£60,022	Scotland

#### 3.2.Job advertisements

The following pages present the job advertisements for the above vacancies.



# Head of Careers and Employability

## University of Lincoln - Careers and Employability Services

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<b>Location:</b>	Lincoln	<b>Placed On:</b>	14th June 2022
<b>Salary:</b>	From £51,799 per annum	<b>Closes:</b>	5th July 2022
<b>Hours:</b>	Full Time	<b>Job Ref:</b>	EL1054
<b>Contract Type:</b>	Permanent		

[View Employer Profile](#)

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[Apply](#)

**Please note this post is permanent and full time at 37 hours per week**

**Closing Date: Tuesday 05 July 2022**

**Interview Date: Tuesday 09 August 2022**

The University of Lincoln is a place of high ambition. We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce.

We see graduate success and graduate level employment as critical to the future success of the institution. The central Careers and Employability team plays a key role in this working with students, graduates, employers, academic colleagues and external partners to ensure successful outcomes for all our students and alumni.

This is an exciting time to be joining our Careers and Employability team as we launch our new strategic plan and work on the delivery of our Careers and Employability strategy. This role will be one of a number of roles advertised over the coming weeks as we expand our careers team to support and develop our students into highly skilled employable graduates.

The Head of Careers and Employability is a critical post in the University, leading and driving the success of the Careers & Employability team. The overall purpose of the role is to provide leadership, direction and overall management of the team enhancing graduate opportunities and outcomes for all of our students.

We are seeking a dynamic and highly motivated individual with excellent interpersonal skills who is able to work collaboratively across the institution to provide leadership in driving forward the university's ambitions in relation to graduate employability. Drawing upon your expertise in relation to student employability and the graduate labour market you will lead a highly motivated and dedicated central team to develop and deliver a variety of curricular and co-curricular activities. Working in partnership with academic departments you will ensure that students have the opportunities to develop and articulate a broad range of skills as well as working with employers to enhance the range of career options available to our students once they graduate.

For further details or an informal discussion about this exciting opportunity contact Caroline Low, Director of Planning and Corporate Strategy on [clow@lincoln.ac.uk](mailto:clow@lincoln.ac.uk)

Further details:

- [Job Description and Person Specification](#)

We strive for a diverse workforce with the very best employees and are committed to creating an inclusive environment for all. The University encourages applications from underrepresented groups inclusive of

Black, Asian and other minoritised/marginalised ethnic groups, all gender identities and expressions from the LGBT+ community, candidates with a disability, and those that practise different faiths and beliefs, to enhance our One Community where we strive to be kind, patient, and supportive of each other.

*Please note: If you think you may require a visa to work in the UK please refer to [UK Visas and Immigration](#) or [UK Visas – Information for Prospective Staff](#) before embarking upon an application to ensure that you understand the requirements for sponsorship. You may be eligible to work in the UK via other alternative visa routes such as the Global Talent Visa or by having Settlement / ILR, please refer to the UK Visas pages above for further details.*

**Advert information**

**Type / Role:**

Professional / Managerial / Support Services

**Subject Area(s):**

Human Resources

Senior Management

**Location(s):**

Midlands of England





# Deputy Director of Alumni Relations

## University of Oxford - Alumni Relations Office

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<b>Location:</b>	Oxford	<b>Placed On:</b>	17th June 2022
<b>Salary:</b>	£48,835 to £56,587	<b>Closes:</b>	18th July 2022
<b>Hours:</b>	Full Time	<b>Job Ref:</b>	158480
<b>Contract Type:</b>	Permanent		

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[Apply](#)

### Alumni Relations Office, University Offices, Wellington Square, Oxford, OX1 2JD

The University of Oxford Alumni Office seeks a new Deputy Director to join our team of 15 professionals who work collaboratively to ensure that Oxford's global community of alumni feel informed, engaged and empowered to make a difference.

Reporting to the Director of Alumni Relations, this role contributes to the strategic engagement of the Oxford alumni community. Specifically, this post oversees the activities associated with Events (virtual and in person), Networks, Benefits and Offers and Young Alumni Engagement whilst also providing oversight for much of the department's administrative infrastructure.

This role is crucial as it has touch points with all teams within the Office, and colleagues across the Development and External Affairs Portfolio, colleges, departments and external organisations and deputises for the Director of Alumni Relations as and when appropriate.

The closing date for all applications will be at 12.00 noon on Monday 18 July 2022.

Interviews are expected to take place during week commencing Monday 11 August and will include a presentation.

Applications should include a CV with a supporting statement demonstrating how you meet the selection criteria and the name of two referees.

#### Contact Person :

Recruitment Administrator

#### Vacancy ID :

158480

#### Contact Phone :

#### Closing Date & Time :

18-Jul-2022 12:00

#### Pay Scale :

STANDARD GRADE 9

**Contact Email :**

[uashr@admin.ox.ac.uk](mailto:uashr@admin.ox.ac.uk)

**Salary (£) :**

48835 - 56587

**Advert information**

**Type / Role:**

Professional / Managerial / Support Services

**Subject Area(s):**

Fundraising & Alumni

Senior Management

**Location(s):**

South East England



# Head of Bayes Alumni Relations

## City, University of London - Marketing & External Relations

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<b>Location:</b>	London	<b>Placed On:</b>	28th June 2022
<b>Salary:</b>	£46,041 to £54,943	<b>Closes:</b>	25th July 2022
<b>Hours:</b>	Full Time	<b>Job Ref:</b>	PRSV00273
<b>Contract Type:</b>	Permanent		

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[Apply](#)

Founded in 1894, City, University of London is a global university committed to academic excellence with a focus on business and the professions and an enviable central London location.

City attracts around 20,000 students (over 40% at postgraduate level), from more than 150 countries and staff from over 75 countries.

In the last decade City has almost tripled the proportion of its total academic staff producing world-leading or internationally excellent research. During this period City has made significant investments in its academic staff, its estate and its infrastructure and continues to work towards realising its vision of being a leading global university.

### Background

The Philanthropy & Alumni and Supporter Relations Office supports the University's Strategic Plan by delivering philanthropic income and other forms of financial and non-financial support from alumni, friends, companies, livery companies, trusts and foundations and other grant making bodies and institutions. The Office raises money for University-wide and strategically important initiatives that cover student support, world class research and development of the University's estate. This is achieved by developing and strengthening relationships with strategically important constituents and identifying shared areas of interest and activities to enable a lifelong relationship to develop and flourish. The Office also works closely with Schools and other Professional Services teams to support UK and international student recruitment, Careers opportunities and enhances the Student Experience, all of which support the University's Mission and Vision.

### Responsibilities

You will take a strategic and leadership role in planning and delivering programmes and services (i.e. communications, events and volunteer programmes) to engage alumni and other stakeholders with Bayes Business School and City, ensuring continuously increasing value for and contributions from stakeholders in support of Bayes and City's strategic priorities. You will lead on enabling joined up planning, delivery and impact evaluation to enhance alumni engagement and opportunities afforded by the Bayes and City global alumni community. You will also lead and manage a team of three Advancement professionals.

### Person Specification

You will have outstanding communication skills, the ability to convey complex information and build effective professional relationships with a wide range of audiences. Educated to degree level with a

effective professional relationships with a wide range of audiences. Educated to degree level, with a proven ability to think strategically and creatively, you will be able to identify problems and recommend and implement effective solutions. Highly experienced in the use of Customer Relationship Management (CRM) systems, you will also have exceptional and demonstrable leadership and managerial skills and the ability to motivate, empathise, enthuse and inspire a team.

#### **Additional Information**

City offers a sector-leading salary, pension scheme and benefits including a comprehensive package of staff training and development.

To apply and for more information about the post please use the links below.

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, for our whole community, including staff, students and visitors.

We welcome applications regardless of gender, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. For more information on our approaches to encouraging an inclusive environment, please see our [Equality, Diversity and Inclusion Pages](#).

Academic excellence for business and the professions

#### **Advert information**

##### **Type / Role:**

Professional / Managerial / Support Services

##### **Subject Area(s):**

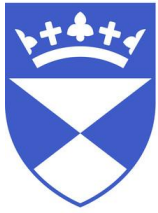
Fundraising & Alumni

Hospitality, Retail, Conferences & Events

PR, Marketing, Sales & Communication

##### **Location(s):**

London



University  
of Dundee

# Head of Development and Alumni Relations

## University of Dundee - Development and Alumni Relations

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<b>Location:</b>	Dundee	<b>Placed On:</b>	11th July 2022
<b>Salary:</b>	£53,348 to £60,022 per annum	<b>Closes:</b>	8th August 2022
<b>Hours:</b>	Full Time	<b>Job Ref:</b>	PEXR0325
<b>Contract Type:</b>	Permanent		

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[Apply](#)

A rare and exciting opportunity has arisen to lead the Development and Alumni Relations office at the University of Dundee (UoD). Due to the impending retirement of the current post-holder, UoD are seeking their next Head of Development and Alumni Relations to nurture and sustain the relationships and funding needed to support a new and ambitious University strategy.

UoD is a world class university, recognised for its focus on providing outstanding and inclusive student experiences as well leading major research programmes with global significance. Its work has social, cultural and economic impact and it is at the forefront of research into major disease in Scotland and across the world – including cancer, Parkinson's and Covid 19. This research relies on major donations, gifts and legacies and the role of Head of Development and Alumni Relations is pivotal in securing and sustaining such support in the years ahead.

In this position, you will be responsible for developing and delivering the Directorate's overall fundraising strategy to support the University's institutional objectives. You will make a strategic and direct impact by working closely with both senior management and relevant academic colleagues to develop, engage and secure support from UK and International Philanthropists.

With a mix of strategic and operational responsibilities, including line management, it is essential that you are able to work flexibly to accommodate the requirements of this senior role as you will be expected to travel regularly in the UK and internationally and to participate in dinners and events out with normal office hours.

A confident and experienced team leader with a genuine love for the full spectrum of fundraising, you will be results-driven, intellectually curious and collegiate in your working style. You will have the gravitas to hold your own with senior academic staff and high-level external stakeholders and you will bring a growth mindset to all you undertake.

You may have academic, charitable, public or private sector experience. The key will be that you bring senior experience and a demonstrable track record in high level fundraising, high value stakeholder relations and the achievement of ambitious targets. A skilled ambassador, great at relationship-building, you will be confident in representing the University to diverse stakeholders and audiences across the UK and globally, always with a mind to the benefits and impact this work will bring.

The rewards are significant. On top of an excellent package you will lead a committed, creative and close-

The rewards are significant. On top of an excellent package you will lead a committed, creative and close-knit team and have the satisfaction of knowing you are leading the vital funding and donor relations work that will ensure the legacy of a world class University – one that places social value and making a difference to the lives of people and communities at its core.

This is a rare and unique opportunity to make a real difference to the future of a great Scottish University with a global vision. If you are passionate about Dundee's values and mission and believe you have what it takes to lead this team and to build success, please consider this as your next career move.

**This search is being conducted exclusively by BTA (Bruce Tait Associates).** Contact [recruitment@brucetaitassociates.com](mailto:recruitment@brucetaitassociates.com) or call **01786 542 224** to request an information pack.

**Closing Date:** Midnight Monday 8th August 2022

**Interview Date:** Friday 19th August 2022

#### Advert information

#### Type / Role:

Professional / Managerial / Support Services

#### Subject Area(s):

Finance

Fundraising & Alumni

#### Location(s):

Scotland