JOB DESCRIPTION
Head of Careers, Employability and Enterprise Centre
Vacancy Ref: A535

Head of Careers, Employability and Enterprise Centre (CEEC)                  Present Grade: 9

Department/College:       Student Based Services
Directly responsible to:  Director Student Based Services
Supervisory responsibility for:  5*grade 8, 2*grade 7, 2*grade 5, 2*grade 4

Contacts:
Internal:
Students, all Student Based Services Sections, , faculties and academic departments
External:
Employer, professional bodies AGCAS< AGR< And other HEI Careers Services

Purpose of the job:
To be responsible for strategic planning, development, management and leadership of the CEEC across its range of activities and for ensuring that these are carried out in accordance with the mission and strategic plan of the University so that Lancaster becomes a destination of choice for graduate employers. This will involve developing and maintaining a network of employers to support the work of the University and working with academic teams to ensure that key employability skills are being addressed and developed.

Principal Duties
1. Ensure that robust arrangements are in place for the management of operations, having regard to the allocation of tasks, performance management, service continuity and continual service improvements
2. To agree with the Director of Student Based Services an achievable set of targets and outcomes against which the impact of CEEC can be measured.
3. Ensure that all students on all modes of delivery know about the services offered by CEEC and are involved in the development of services through providing advice and guidance as customers and potential customers.
4. Build relationships with employers which have a positive impact on the perception of Lancaster University as an institution which adds value, creates high quality graduates and changes peoples lives.
5. Work with academic leaders to ensure that academic teams are successful in embedding careers and employment advice into the curriculum.
6. Ensure that high quality Careers advice, information and guidance services are available to our students through a variety of delivery modes.
7. Oversee the annual DLHE data collection, analysis and the dissemination of data to the University.
8. Participate in the work of professional associations, particularly the Association of Graduate Careers Advisory Services (AGCAS) and the Association of Graduate Recruiters (AGR).