

JOB DESCRIPTION
Interim Director of Employability
Vacancy Ref: A2518

Job Title: Interim Director of Employability	Present Grade: Senior Staff Level 4
Department: Student Based Services	
Directly responsible to: Director of Students, Education and Academic Services	
<p>Supervisory responsibility for:</p> <p>The role-holder line manages three direct reports:</p> <p>Head of Faculty Engagement and Curriculum Engagement Quality and Information Manager Head of Employer Engagement</p> <p>Additional to these central roles that are based in the SBS Division, the role-holder has a dotted-line responsibility, for the role of Head of Employability in LUMS, in partnership with the Head of School Administration in Lancaster Management School (LUMS).</p> <p>The role-holder oversees 21 staff in the central department and manages another 15 staff within the four faculties under a matrix-management arrangement.</p>	
<p>Key contacts</p> <p>Internal: Pro-Vice Chancellor Education, Provost for Student Experience, Colleges and Library, PVC Engagement, Heads of academic department, professional service staff in faculties and departments; academic staff, including those with academic leadership roles; Professional Service Directors, particularly those responsible for Research and Enterprise Services, Marketing, Engagement and Communications, Strategic Governance and Planning, staff in Colleges, Lancaster University Students' Union, students and Heads of department and other staff in SBS.</p> <p>External: Employers and recruiters, professional bodies, other University Careers Services, prospective students, alumni and graduates, other sector groups, other external employer, industry or commercial enterprises</p>	
<p>Role Purpose:</p> <p>The purpose of this role is to lead the University's Careers and Employability Service to develop and deliver the institutional employability strategy, ensuring that Lancaster's graduates are prepared effectively for the globally competitive recruitment market and progress to meaningful and impactful graduate employment.</p> <p>The role-holder will play a significant role in developing close relationships and engagement with a range of key external stakeholders for the University including policy-makers, high-profile employers, local SMEs and other employment-related organisations.</p> <p>This leadership role will support the Director of Students, Education and Academic Services in developing the University's academic services, exploiting further strategic and operational synergies with the Research & Enterprise Services Division and across faculties and supporting the leadership of the SBS Division.</p> <p>It is expected that the role-holder will be a member of the SBS Leadership Team and may be asked to take on other projects outside the scope of the role from time to time.</p>	

Key responsibilities:

1. Working with the Director of Students, Education and Academic Services, establish and lead the Careers and Employability Service to deliver employability activities across the University by developing and exploiting existing collaborations and partnerships with faculties, departments and central divisions;
2. Working with the PVC Education, as institutional lead for employability, and heads of department, to develop and implement the Employability Strategy to embed employability holistically in the curriculum, including the development of work experience and placements on all programmes of study;
3. Provide strategic leadership and support through the Careers and Employability Service to academic departments in their drawing up plans for employability-related activities ensuring that plans are targeted at improvements in employability measures;
4. In collaboration with all internal stakeholders, lead the full implementation of the University's Employability Strategy through completion of the three-year action plan, particularly as it relates to the increase in placement offer and the employability mapping within the curriculum through graduate attributes;
5. In partnership and collaboration with students, faculties, departments, other service areas and SBS Division, co-design and deliver a range of services to students which are tailored to meet their career goals, ensuring that services are student-centric, digitally enabled and responsive to the demand of employers, academics and other recruiters;
6. Engender and enact continuous improvement and innovation of services by eliciting stakeholder feedback and closing the feedback loop, through collaboration with the Provost, SU and Colleges, as well departments and students;
7. Through the operation of the matrix and direct line management and business partnering between the Careers and Employability Service and faculties, oversee the provision of professional advice, training and education in all areas supporting employability;
8. In collaboration with the PVC Engagement, Faculties and staff in Research and Enterprise Services, lead the Careers and Employability Service to develop, foster and grow productive engagement with employers such as those in the Times Top 100 and Guardian 300 as well as local SMEs in order to meet institutional performance indicators relating to graduate employment;
9. In collaboration with the Marketing and Communications Division develop the Lancaster careers and employability brand 'Hello Future' to ensure it remains attractive to prospective and current students, employers and graduates;
10. Oversee the effective deployment of IT systems supporting the Careers and Employability Service and ensure high quality data provides reliable management information;
11. Through leadership of the service, oversee all statutory data returns, such as HESA Graduate Outcomes, all statutory compliance, such as that required for migrant workers and the requirements of GDPR;
12. Lead on the strategic use of data, both internally collated or from external sources, such as NSS, HESA Graduate Outcomes) to inform the design and delivery of careers and employability services across the University;
13. Oversee the recruitment, induction, training and performance management of staff within the scope of the role's line management, ensuring effective staff resource allocation and succession planning;
14. Deliver briefings, advice and presentation for senior management and external stakeholder as required and engage with University committees and working groups as appropriate.