

# Director of Employability

(Interim)

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## Job Briefing Pack December 2018

Closing Date: Friday 11th January, 2019 | Ref: A2518



# Careers and Employability Services

## Student Based Services Division

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Lancaster University is one of the UK's top universities, the 2018 Times and Sunday Times Good University Guide's University of the Year, ranked in the top 10 across all major UK league tables and in the top 150 internationally in the QS world rankings.

Equally impressive is our record in supporting our students and graduates to progress into positive graduate destinations. Our latest results in the Times and Sunday Times Good University Guide underline our ambition and achievement and place Lancaster University 3rd in the UK for graduate prospects. We are now seeking to appoint a dynamic and forward-thinking Director of Employability to lead our Careers and Employability Service and build on this excellent position. The principal teams of the Service for Faculty Engagement, Employer Engagement and Student Engagement work with key stakeholders, including students, graduates, academic curriculum managers and professional service colleagues and graduate employers, to provide a high quality, connected and relevant range of careers and employability services.

Within an increasingly complex external environment, this post provides a unique opportunity for you to play a leading role in shaping the future of careers and employability provision at Lancaster University. As a member of the Divisional Student Based Services Leadership Team, you will be able to exploit the synergies between careers and employability services with other areas of support for students and work in partnership with dedicated and professional colleagues to lead the delivery of a wide range of student services.

Reporting to the Director of Students, Education and Academic Services and working closely with the Pro-Vice-Chancellor (Education), the Provost and senior teams in the Faculties you will ensure the delivery of the University Employability Strategy across the University. This provides an exciting opportunity to make a difference within a sector leading and ambitious organisation.





# Executive Summary

**Lancaster University is one of the UK's top universities, we are consistently ranked well inside the top 10 across all major league tables, and are currently University of the Year in the Times and Sunday Times Good University Guide.**

Competition for undergraduate places is the highest it has ever been, and Lancaster graduates are performing very well in an increasingly competitive job market.

At Lancaster University, we place great emphasis on an excellent student experience and students work with academics who are experts in their field. We provide an environment that is conducive to learning for a culturally and ethnically diverse student and staff population, on a friendly campus that is part of one of the safest cities in the UK. Since 2003 the University has invested over £450M to transform our campus for students and boost research and teaching facilities.

Lancaster University has an international outlook, but also a strong commitment to engage with the regional agenda and works closely with its partners across the North West.

Students and staff from over one hundred countries make up a thriving community based around nine colleges. Lancaster's community extends far beyond the campus with research, teaching and student exchange partnerships with leading universities and institutions in 24 countries around the world from China to Brazil, including our current overseas teaching partnerships and campuses in China, Ghana and Malaysia.

Following the University's golden anniversary in 2014, we continue to celebrate the inspiring work of our academic community and extend the opportunities that Higher Education brings to students from all backgrounds.



**Paul Boustead, MSc, Chartered FCIPD**  
**Director of Human Resources and Organisational Development**





# Our University

**Lancaster University is an international leader in the provision of inspiring teaching and research; this reputation is reflected in our ranking in the UK top 10 in all three major UK rankings (Times/Sunday Times, Guardian, and the Complete University Guide).**

The University has been awarded the 'University of the Year' award 2018 by the Times and The Sunday Times. The University is also ranked 1st in the North West, Best Campus University, and 150th in the Times Higher Education World University Ranking 2018. Lancaster University has been awarded the highest possible ranking in the UK government's Teaching Excellence Framework (TEF) rating, which aims to recognise and reward excellence in teaching and learning in UK institutions. The TEF Gold rating is based on high-quality teaching, excellent teaching facilities, and the career opportunities provided to graduates. The University's research has also been rated as world-leading in the 2014 Research Excellence Framework (REF), which assesses the quality and impact of research submitted by UK universities across all subjects. In the last research assessment exercise, 83% of our research was rated 'internationally excellent' or 'world-leading'. Our research is truly international in focus with research partnerships in over 60 countries around the world. Lancaster University is also proud to be a member of the N8 Group, a research partnership of the eight most research-intensive universities in the North of England.

A major strength of Lancaster University is its thriving ecosystem of interdisciplinary research. This collaborative approach is fostered by its mixture of formal and informal structures - including Institutes and University Research Centres - bringing together experts from different disciplines to address regional, national, and global challenges. The University comprises 13,500 students and around 3,400 staff. Lancaster is one of only a handful of universities with a collegiate system which has helped to forge a strong sense of identity and loyalty, and continues to be a distinctive feature of Lancaster University life. More than £450 million has been invested into the Campus since 2003, creating new academic facilities, student social facilities, and improved teaching space.

Our campus has transformed over recent years due to a number of significant redevelopment projects, including the refurbishment of the library and multi-million pound investments in other facilities across the University.





# Our Strategy for 2020

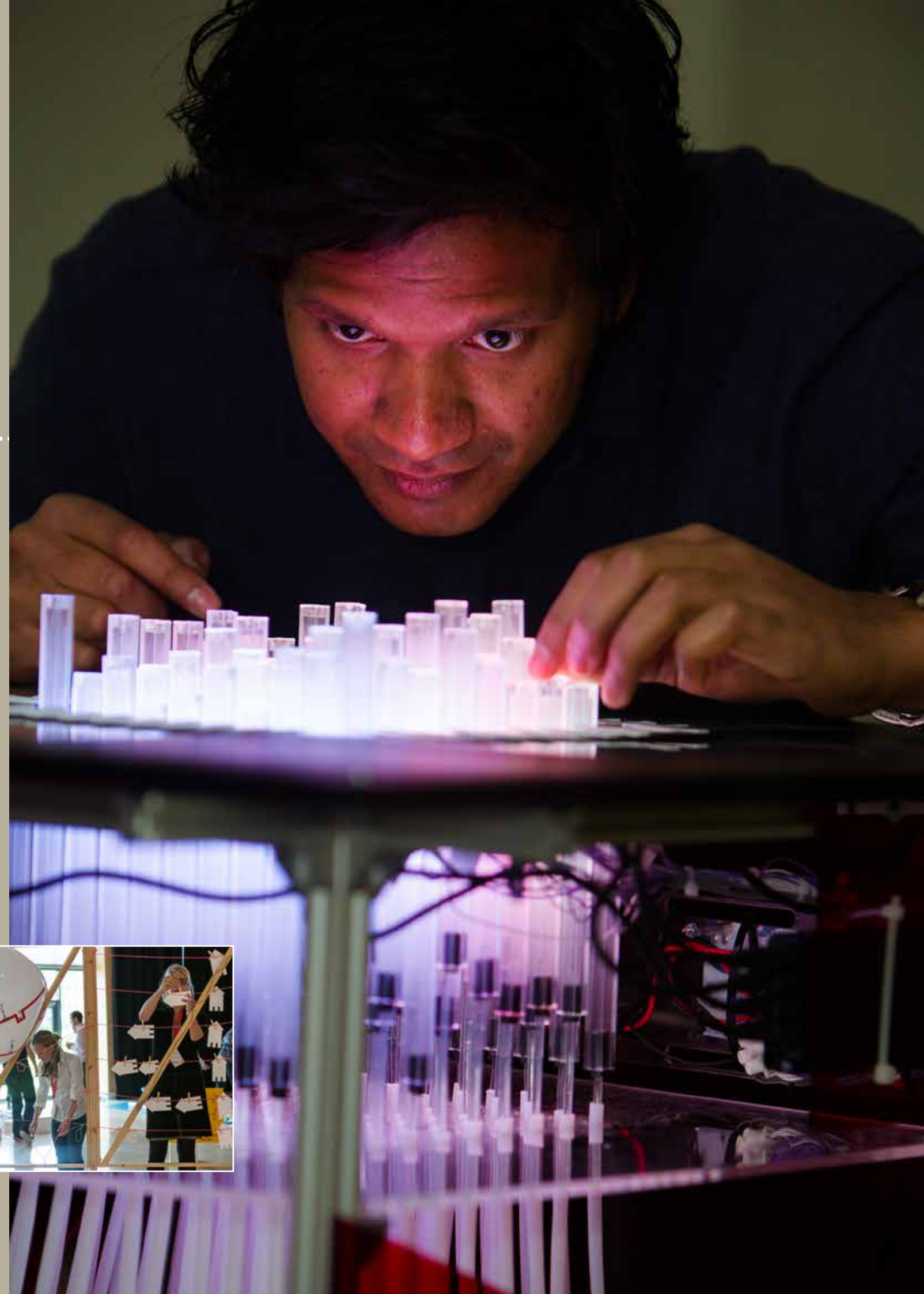
**Our strategy is to become a university that is globally significant – a leader in higher education that provides the highest quality research and teaching, and engages locally and internationally on the issues and debates of the day and of the future.**

Driven by research and stimulating learning, the globally significant university informs and changes practice and thinking worldwide. Our strategy is founded on three priorities of equal importance. Success across all three of these domains will be critical if we are to fully realise our strategic goals. In the rapidly changing context of UK higher education, the University community has identified that we now need to increase our engagement with third parties, enhance our reputation and continue to grow in scale. We have reviewed and updated our objectives to reflect these factors, and new or revised objectives are highlighted against each of our three overarching priorities.

**The priorities are:**

- Research that changes practice and thinking
- Teaching that transforms society and the lives of people in it
- To actively engage with students, businesses and our communities

Further details on our Strategic Plan can be found at:  
[www.lancaster.ac.uk/about-us/strategic-plan/](http://www.lancaster.ac.uk/about-us/strategic-plan/)







For further information  
about working and living  
in Lancaster please visit:  
[www.lancaster.ac.uk/  
working-at-lancaster](http://www.lancaster.ac.uk/working-at-lancaster)

# Our People

**Lancaster's success depends on talented, creative and committed people who work hard to make this University so special and distinctive.**

Our vision for the future is to be a sustainable and an academically excellent institution recognised as one of the leading universities in the world.

You will be joining a university which is amongst the best on any objective measure, but also modern, forward thinking, and quick and nimble in adopting the latest developments in teaching and research.

Lancaster University is committed to attracting, developing and retaining the best staff, celebrating equality and diversity, and recognising how all staff contribute to and enhance the overall success of the University. Our People Strategy 2020 clearly articulates that the core strength of the university is our people.





# About Lancaster and the UK

For further information about working and living in Lancaster please visit: [www.lancaster.ac.uk/working-at-lancaster](http://www.lancaster.ac.uk/working-at-lancaster)

**The City of Lancaster has a long and diverse history, having gained its first charter in 1193. In the heart of the city centre lies a 12th Century castle – one of the best preserved in Great Britain – which dominates the hill above the River Lune.**

Lancaster is small enough to explore on foot, but big enough to keep you entertained all day, and was recently ranked as one of the top ten most vibrant cities in the UK (the Experian Vibrancy Report), thanks to its established arts scene and student population. It offers excellent shopping, cinemas, theatres, and restaurants, with many well preserved older buildings. The area is also well served with state, private and church schools.

Lancaster's live music venues are home to regular guitar, electronic, folk, classical and jazz gigs. Fans of independent film and theatre have the choice of the city centre Dukes Theatre and Cinema, Grand Theatre, and Vue multiplex cinema, and the University's own Nuffield Theatre and LU Cinema. Venues also regularly play host to major comedy and theatrical tours too. With a number of galleries and museums located in the city, there is plenty for lovers of the arts to get their teeth into. The latest listings can be found through the Lancaster Arts City app.

Lancaster itself is situated in a delightful part of North West England. The rural landscape is superb, with the Lakeland fells in full view across the expanse of Morecambe Bay. The River Lune runs along the edge of the Forest of Bowland, an area of outstanding natural beauty, past many villages, into Lancaster and to the sea. There are two National Parks, the Lake District and the Yorkshire Dales, which are within a 30-minute drive. Lancaster is just over two hours by fast train to London and it is less than one hour to Manchester airport, which offers direct flights to most European capitals, the Middle East, and North America and the Far East. Lancaster, and the local surrounding area, offers a unique combination of city, coast, and countryside. There is an excellent choice of accommodation in the 'travel to' area which stretches from the Lake District to Preston and east along the Lune valley, as well as Morecambe and Lancaster, offering a range of housing from city centre to rural environments. Housing is varied (from old townhouses to barn conversions and new builds) and is competitively priced, especially against similar properties in South East England. The University offers allowances for staff (Grade 6 and above) who have to move to join us.





# The Role

**Job Title:** Director of Employability

**Department:** Student Based Services

**Directly responsible to:** Director of Students, Education and Academic Services

**Supervisory responsibility for:** The role-holder line manages three direct reports:

Head of Faculty Engagement and Curriculum Engagement

Quality and Information Manager

Head of Employer Engagement

Additional to these central roles that are based in the SBS Division, the role-holder has a dotted-line respon-sibility, for the role of Head of Employability in LUMS, in partnership with the Head of School Administration in Lancaster Management School (LUMS).

The role holder oversees 21 staff in the central department and manages another 15 staff within the four faculties under a matrix-management arrangement.

**Key contacts**

**Internal:** Pro-Vice Chancellor Education, Provost for Student Experience, Colleges and Library, PVC Engage-ment, 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.

**External:** Employers and recruiters, professional bodies, other University Careers Services, prospective students, alumni and graduates, other sector groups, other external employer, industry or commercial enter-prises

**Role Purpose:**

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.

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.

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.

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.

**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 studentcentric, 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.



# Person Specification

Criteria	Essential/ Desirable	How it will be assessed
Educated to degree level or higher	Essential	Application Form
Postgraduate qualification which could be in Careers Information, Education and Guidance or willingness to obtain this or a suitable equivalent qualification	Desirable	Application Form
Significant leadership experience including operating multidisciplinary functions, managing large teams, budgetary management and leading complex projects	Essential	Application Form / Supporting Statements / Interview
Experience of leading careers and employability activities	Desirable	Application Form / Supporting Statements / Interview
In depth knowledge and understanding of graduate labour market and future developments in graduate employability	Essential	Application Form / Supporting Statements / Interview
Demonstrable experience of networking, building relationships and engagement with senior decision makers in external organisations	Essential	Interview
Understanding of curriculum and co-curriculum design and implementation for the development of graduate talent	Essential	Application Form / Supporting Statements / Interview
Demonstrable experience of service design and effective stakeholder engagement, to inform and assure service delivery	Essential	Application Form / Supporting Statements / Interview
Highly skilled in analysing data and producing high quality reports and presentations for internal and external audiences	Essential	Interview
Demonstrable experience of using IT systems to support service delivery and produce accurate and relevant information	Essential	Application Form / Supporting Statements / Interview
Well developed aptitude for driving activity through performance indicators and other measures of success	Essential	Interview
Strong negotiation and influencing skills and strong political awareness	Essential	Interview

- Application Form – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency based interview questions, tests, presentation etc.





# Employee Benefits and Reward Package



## Remuneration

The role is at professorial level and attracts a highly competitive starting salary. Further salary progression will also be achievable, based upon performance against the professorial promotions criteria.

**Salary range £57,000-£71,000, dependent on experience**

## Pension

For this role the University offers the opportunity to join the Universities Superannuation Scheme (USS).

## Relocation

For those relocating nationally or internationally a generous relocation package is available.

## Flexible Benefits

All staff are eligible to participate in the University's sector-leading flexible benefits scheme. The scheme provides staff with the opportunity to purchase benefits at discounted rates and also to take advantage of tax and national insurance savings on some of the benefits chosen.

### The current benefits include:

- Childcare Vouchers
- Pre-School Centre
- Cycle to Work scheme
- Season Ticket Loan
- Low Emission Cars
- Charitable giving
- Shopping discounts
- Dental insurance
- Health cash plan
- Sports Centre membership
- Lancaster and external courses
- Professional Bodies' membership fees
- Car parking
- Subsidised annual bus pass
- Discounted staff dining card
- Local retail discount card
- Theatre membership
- Home technology
- Additional annual leave

Detailed information on benefits are available at [www.lancaster.ac.uk/employment-benefits](http://www.lancaster.ac.uk/employment-benefits).





# Process and Timeframe

If you wish to discuss this exciting opportunity and/or visit us at Lancaster prior to applying, please make contact with the Director of Students, Education and Academic Services, Heather Knight via [h.knight2@lancaster.ac.uk](mailto:h.knight2@lancaster.ac.uk)

Applications should be made online at <https://hr-jobs.lancs.ac.uk/A2518>

Closing date for receipt of applications: **Friday 11th January 2019**

Informal interviews will take place during w/c **28th January 2019**. Formal interviews are scheduled for **14th February 2019**.

Applications should consist of the completed online application form addressing the criteria in the role information, with a CV, accompanied by a covering letter.

An appointment will be made subject to satisfactory references, in line with the usual terms and conditions of employment at the university.



## Recruitment Statement

**We want to provide you with full information at an early stage to enable you to make an informed decision as to whether you are committed to pursuing this position and to outline the University's expectations of all candidates taking part in our recruitment process.**

Once you have reviewed the information below, and in fairness to everyone concerned, we would ask that you give serious consideration to proceeding further with this process if you think you may not accept the position should it be offered to you.

The role will be located in Lancaster and there is a requirement that successful candidates will live within commuting distance of the Lancaster University Bailrigg campus. If this might involve a re-location for you, it is of course important that candidates consider how the move might affect anyone who may accompany you (for example, early consideration may need to be given to local schooling, housing and other employment opportunities where other family members are involved, as early as possible). We will support you as much as possible with this and are happy to discuss any concerns you may have. We would ask you to agree to undertaking a positive, open, and transparent dialogue with us throughout the recruitment process, raising questions and any concerns as early as possible.

Lancaster engages in a variety of domestic and international benchmarking exercises to ensure we are extremely competitive in the levels of reward and recognition we provide, therefore we are confident that any offer made will be strong and competitive. If you are happy to continue in your application for the position in light of the above expectations, we would very much look forward to hearing from you.





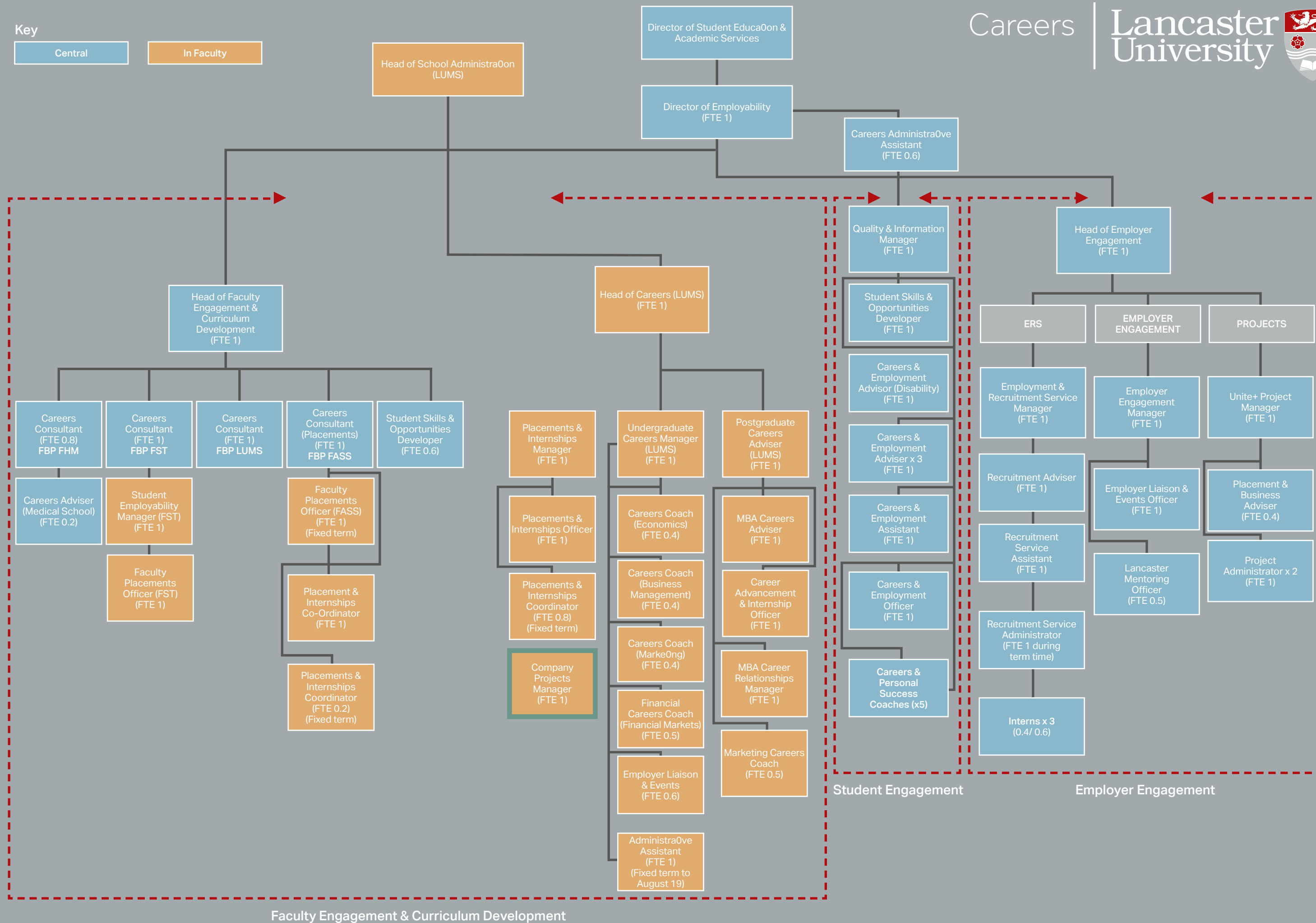
Key

Central

In Faculty

Careers

Lancaster University



Faculty Engagement & Curriculum Development

Student Engagement

Employer Engagement



# Join Us

Lancaster University, Lancaster, LA1 4YW  
T: +44 (0) 1524 65201

[www.lancaster.ac.uk](http://www.lancaster.ac.uk)

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“We make campus an inspiring place to be.”