**JOB DESCRIPTION**

**Student Opportunities and Skills Developer**

**Vacancy Ref:** A2999

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Student Opportunities and Skills Developer</th>
<th><strong>Present Grade:</strong> 7P</th>
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<tr>
<td><strong>Department/College:</strong> Careers and Employability Services - Student, Education and Academic Services</td>
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<td><strong>Directly responsible to:</strong> Head of Faculty Engagement and Curriculum Development, Careers</td>
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<td><strong>Supervisory responsibility for:</strong> Nominated student employees and other Careers staff connected with agreed activities/projects undertaken in the pursuit of major duties.</td>
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**Other Contacts:**

**Internal:**
- Faculty and academic departmental staff - academic and administrative
- College Administrators and other College staff
- Staff within Student Based Services
- Staff with Research and Enterprise Services
- Other staff within the University
- Lancaster University Students Union
- Current students

**External:**
- Employers and recruiters
- Professional bodies
- Other University Careers Services
- Prospective students
- Alumni and graduate

**Role Overview:**
To act as interface between the University and the graduate labour market; working impartially with students and graduates to equip them with the career management skills required to enhance their employability and to secure positive graduate outcomes. To enable students and graduates of the University to form career plans and put them into action, as appropriate to the student’s starting point. To work as part of a team to deliver tailored in-curricular careers provision to support the strategic objectives of the University. To take a lead role in designing and managing provision of online career development learning for students across the University.

**Major Duties:**

1. To provide regular Careers Information and Advice to students across the University, studying at undergraduate and postgraduate level. To provide information and advice appointments using a variety of channels to support individual student needs.

2. To lead in the development and delivery of in-curricular and extra-curricular e-learning resources to support employability and career development learning such as online programmes and modules, webinars, online tutorials and sessions, short films, careers blogs, social media etc.

3. To champion new digital developments and support the Careers and Employability team with implementation of new platforms and processes including the training of colleagues across the institution as required.

4. To proactively assess in-curricular career development programmes and develop plans to complement delivery through provision of digital learning.
5. To support the Careers Consultant Team with implementation of departmental partnership agreements to enhance the career and employability development of students at all stages of study. Delivering careers and employability provision in a variety of formats including both online and face to face delivery, and assessment of accredited employability provision within the curriculum, and extra to the curriculum as appropriate.

6. To work with the Careers and Placements Consultant to lead in the development of online learning platform to support students who elect to take a placement year as an integral part of their degree programme. This includes the development and maintenance of online materials to support students in making applications and develop skills to support them in professional working environments.

7. To work closely with the Careers and Placements Consultant and other key stakeholders, including employers and academic representatives from across the University, to develop and deliver a suite of co-curricular interactive online and face to face workshops to enhance student ability to successfully apply to and secure placement opportunities, and to effectively manage the transition from university study to a placement year.

8. To maintain and develop local, national and international knowledge of appropriate graduate level occupations, industrial sectors and career patterns, supported by employment research, in order to enable students to make effective transitions to their careers beyond university studies based on an accurate understanding of the labour market.

9. To contribute to the work of internal and external bodies, national committees and working groups to develop best practice in careers information and advice and career development learning within the University and to increase and update our professional knowledge, and ensure the effective dissemination of this work to staff, students and graduates.

10. To promote the employment of Lancaster students and graduates to employers and identify appropriate opportunities such as work experience, placements, internship, graduate entry roles etc. to support the career development and progression of our students and graduates.

11. Support Research and Enterprise Services and others within the university to aid income generation, and to bid for research and development funding as appropriate to enhance the functionality of the careers service in line with university strategic objectives.

12. Any other duties as may reasonably be required and which are within the scope of this role.