

Careers and Employability Manager			
Faculty / Department:	Careers and Employability	Grade:	Grade: G – £44,131 - £51,182
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Head of Careers	Responsible for:	• Careers Consultants • Career Coaches • Employability Advisers • Trainee Employability Advisers
Job Purpose			
Manage School aligned Careers+ team to deliver the employability strategy based on priority courses identified in action planning meetings and supporting the aims of the University 2030 strategy. Co-create flexible and responsive employability services which deliver School goals aligned with the 2030 strategy pillar - 'Talent for Tomorrow'. Improve opportunities for students to benefit from work-based learning and work experience through developing and enhancing module content working with module leads and Academic Leads for Student Experience and Employability, through curriculum mapping and quality.			

Main Activities and Responsibilities	
1. Support the School leadership in developing the School's employability strategy and reaching defined School goals for their students, drawing on colleagues in other School s and Professional Services to develop good practice across the University. 2. Lead the implementation of the School's employability strategy. 3. Manage the day-to-day activities of the School linked Careers and Employability team 4. Lead the work with relevant Programme Teams in embedding and developing work experience opportunities across all programmes. 5. Lead the implementation of the University's employability framework at School level prioritising identified key courses 6. Develop a range of opportunities for students to benefit from work-based learning and work experience, including volunteering, short- and long-term placements, partnerships, projects. 7. Collaborate with the university central and professional services to develop the range of activities offered to students. 8. Working alongside Employer Engagement colleagues to support students to be 'professionally ready' to achieve graduate level employment. 9. Line manage the Careers+ team members. 10. To provide regular reporting/evaluation of KPI's and future impact to Careers and Employability SLT and School Leadership teams	
Person Specification	
Essential Criteria	Application Form / Support Statement / Interview



1. Degree or equivalent substantive relevant work experience.	Application Form
2. Extensive experience of working within careers, placements and/or graduate recruitment.	Application Form / Interview
3. Experience of developing innovative and effective careers services to meet stakeholder needs and increase engagement and satisfaction.	Application Form / Support Statement / Interview
4. Experience of supporting students in being professionally ready to enter the workplace.	Application Form / Interview
5. Experience of managing a customer focused team and delivering change.	Application Form / Support Statement / Interview
6. Possess effective influencing and coaching skills with the ability to shape sound and balanced solutions to placement and student employability issues.	Application Form / Interview
7. Excellent interpersonal and relationship building skills.	Application Form / Interview
8. Strong IT skills including Microsoft Office and database systems and able to analyse and interpret data for themes and trends.	Application Form / Interview
9. Exceptional organisational skills and a proven ability to work under pressure whilst ensuring accuracy, quality and attention to detail at all times.	Application Form / Interview
10. Skilled in designing and delivering presentations and training interventions to a wide variety of audiences.	Application Form / Interview
11. Skilled in collaborating and communicating confidently and effectively with energy and enthusiasm with internal and external stakeholders to ensure high delivery of services, influence, drive change and achieve results.	Application Form / Interview
12. Experience and understanding of following legislative and regulatory guidelines including UKVI, Health and Safety and sector wide best practice.	Application Form / Interview
Desirable Criteria	
13. Experience of establishing consistent and best practice across an organisation.	Application Form / Interview
14. Experience of working within a Higher Education careers and employability setting.	Application Form / Interview

15. Experience of working with academics, reviewing curriculum and integrating employability.	Application Form / Interview
16. Experience of developing policies and procedures to support effective delivery and work practice.	Application Form / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.