



JOB DESCRIPTION

Job Title: **Graduate Employability and Progression Officer** (Fixed Term post)

Pay point: Point 19

Hours: 37 per week

Reports to: Graduate Employability and Progression Lead

Based at: University Centre Peterborough, Park Crescent Campus

Job Purpose

This is a fixed term role as University Centre Peterborough (UCP) has been awarded £300,000 funding for a new and innovative project aimed at developing relationships with key local businesses to increase local employment opportunities for its graduates until June 2022.

The post holder will support the Graduate Employability and Progression Lead in identifying, planning, managing and monitoring opportunities for undergraduates and postgraduates to develop Graduate Outcomes and maximise the employability of UCP students.

This role will primarily focus upon developing and growing local graduate employment opportunities. This is a student and employer facing role; a key part of the role will include staffing an Employability Hub to provide support and guidance to students, graduates, staff and employers. Support the operational delivery of both short and long term initiatives in line with the Employability Strategy and funding project.

Main Duties and Responsibilities

Your main duties and responsibilities will include, but will not be limited to the following areas:

- To actively engage in identifying new and relevant local and national funding, internship and graduate recruitment opportunities
- Identify local jobs and internships on a weekly basis including those on social media and through local recruitment agencies
- Work collaboratively with curriculum staff to identify and create employability opportunities; mapping current curriculum employability content and delivering training to students as required
- Support and engage with local employers, with focus upon Small and Medium Enterprises (SMEs)
- Support students with contacting employers to arrange placements, work experience, internships, interviews, visits etc.
- Staff and provide support and training to students and graduates through the Employability Hub
- Support and enable students to establish societies and extracurricular activities which enhance their transferable skills, leadership and work readiness as part of our wider employability strategy.
- Identify and maintain up-to-date employer, professional body, voluntary and third sector contacts within an appropriate database / CRM, identifying trends in work based learning, placement, internships and employability matters
- Identify opportunities to showcase employer engagement and graduate outcomes to proactively promote undergraduate and employer engagement



- Provide invites, agenda, rooms, minutes and manage visitors relating to employability and employer engagement activity.
- Deliver and report on surveys/questionnaires/interviews with students, staff and employers
- Supporting the development of a recruitment strategy for SMEs and job vacancy writing (interpreting the role into a graduate vacancy etc.)
- To gather data, analyse and identify trends including but not limited to employers (CRM), placements, work experience, internships, talks, visits, mentors, Alumni, Graduate Outcomes, support sessions, training etc.
- Ensure Graduate Outcome personal details are ready for the Office for Student return
- Set up and manage visits by alumni, employers and undergraduate mentors with teaching staff
- To attend internal and external meetings/reviews as required
- Place orders and monitor project spend
- Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures.
- Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision
- Responsibility to co-operate, and for promoting and maintaining safe and healthy working environment and own health and safety

Other

- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group
- Promote and consistently exemplify behaviours in line with IEG Core Values
- Co-operate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety
- The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility
- Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder.

Terms and Conditions

Contract: Fixed Term until 30th June 2022

Pension: Local Government Pension Scheme

Holiday: 30 days per year, plus bank holidays and discretionary days

Probation: New appointees to the College are subject to a 6 months' probationary period

Disclosure: All employment offers are subject to a satisfactory fully-funded enhanced DBS check

Working Arrangements: 08:30 to 17:00 from Monday to Thursday and 08:30 to 16:30 on Friday. However, the working hours will vary on occasions dependent on the needs of the university centre.

Application Process:



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Education Group



Peterborough
College



Stamford
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University Centre
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Applicants should complete the College's online application form.

Closing Date: 21st April 2021

Interview Date: tbc



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PERSON SPECIFICATION
ROLE:GRADUATE EMPLOYABILITY AND PROGRESSION OFFICER

| Criteria | Essential or Desirable | | Assessment Method | | | |
|---|------------------------|---|-------------------|---|---|---|
| | E | D | A | I | T | R |
| Qualifications | | | | | | |
| • Degree in relevant subject at Level 6 | E | | | | | |
| • GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications | E | | | | | |
| • Teaching/training qualification | | D | | | | |
| • IAG qualification at level 3 or above | | D | | | | |
| Experience | | | | | | |
| • Insight into business organisation and recruitment practices | | D | | | | |
| • Work within a small/medium enterprise | | D | | | | |
| • Successful campaign/project promotion | | D | | | | |
| • Teaching/Training | | D | | | | |
| Knowledge | | | | | | |
| • Proficient in use of Google Apps including Drive and sites | E | | | | | |
| • Understanding of graduate employability, the labour market and student aspirations and capabilities | E | | | | | |
| • Proficient in use of Microsoft office packages and social media (including LinkedIn) | E | | | | | |
| • Understanding of the employability agenda in a higher education context | E | | | | | |
| Key Skills | | | | | | |
| • Excellent customer service skills | E | | | | | |
| • Attention to detail | E | | | | | |
| • Ability to multi-task and prioritise own workload to meet deadlines | E | | | | | |
| • Ability to negotiate and influence | E | | | | | |
| • High level of interpersonal communication and networking skills | E | | | | | |
| • Commitment to deliver high quality service in a professional manner | E | | | | | |
| Other | | | | | | |
| • Awareness and respect for colleagues, young adults and children’s cultural, religious and emotional needs and beliefs | E | | | | | |
| • A current, valid driving license or ability to travel to external meetings/events | E | | | | | |



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| • Committed to safeguarding and promoting the welfare of children and young people | E | | | | | |
| • Commitment to College values: Student & Employer Centred; Excellence; Integrity; collaboration | E | | | | | |
| • Flexible approach to working practices | E | | | | | |
| • Professional appearance and behaviour | E | | | | | |
| • Good previous attendance record | E | | | | | |
| • Satisfactory enhanced DBS check + barred list for regulated roles | E | Pre-employment check | | | | |

Assessment Criteria: A = Application, I = Interview, T = Test, R = References



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