

Employability Lead Recommended Role Descriptor

This document provides recommended responsibilities for staff with a remit for employability within a faculty, school or department. Currently, workload allocations for employability vary greatly across the institution. Therefore, staff allocated this remit will need to negotiate and agree the range and priority of activities required, and an appropriate time allocation in which to complete these.

Whilst acknowledging current structures and practice, this document highlights best practice. Activities are segmented into recommended 'core responsibilities' as well as a set of 'enhanced level activities'. Activities may be incorporated into role, upon negotiation, to support the needs and priorities of particular schools/departments, unique initiatives, or personal development goals.

Role overview	
<p>Employability Leads are a key contact point for employability related matters within individual faculties, schools or departments. The role may be undertaken by one or more members of staff.</p> <p>Working closely with Career Practitioners from the Careers and Employability Service and academic colleagues, Employability Leads help to steer the provision of effective employability activity, and engagement with employability as a key component of the Education Strategy and the student experience theme.</p> <p>Reporting to the Head of School/Department and via a designated committee/group, Employability Leads are advocates for sustainable and appropriate provision of employability initiatives and learning at all stages in the student journey that will support students to reach their full potential.</p>	
Recommended core responsibilities	<i>Minimum recommended time allocation: 1 day per week</i>
1.	Work in partnership with designated Career Practitioner(s) to plan and shape employability provision, incorporating data and recommendations from the annual Faculty Careers Reports and aims/outcomes identified as part of annual business planning
2.	Liase/work in partnership with students to plan, deliver or review activities. Examples may include working with Student Reps or Ambassadors, asking for input on ideas/plans at SSLC, running focus groups or gathering feedback from students to review activities
3.	Oversee delivery of high quality activities and initiatives within or alongside the curriculum, managing any allocated budget (if applicable), gaining approval from the Head of School/Department as required
4.	Ensure arrangements exist for effective promotion of careers activities, as well as the collation and distribution of information and opportunities for students via appropriate channels within the faculty/school/department, e.g. Blackboard; Social Media.
5.	Maintain a working knowledge of career options and opportunities relevant to students in the school/department
6.	Utilise faculty/school/department meetings (e.g. SSLC, Faculty Education Committee etc.) to share and disseminate relevant information and good practice in relation to employability activity e.g. raise the profile of the outcomes of graduates; promote effective referrals to Careers and Employability
7.	Represent the faculty/school/department at the University Employability Network, and faculty-level Employability Network (if applicable), to support University-wide good practice and a build a peer network beyond the faculty/school/department

Examples of enhanced level responsibilities	<i>Time allocation to be negotiated on an individual basis</i>
1.	Assist colleagues to review and embed employability learning and assessment within the curriculum, e.g. by auditing programmes/core modules, and through the development of fresh teaching and learning approaches for employability
2.	For students participating in the Year in Employment, provide constructive feedback for milestone blog entries, mark end of year assessments and attend Board of Studies meetings (3 per year)
3.	Identify and cultivate relationships with professional bodies and employers to enhance employability provision and develop opportunities for students
4.	Monitor and evaluate the impact and reach of activities and initiatives to inform future planning
5.	Co-ordinate, monitor or provide support for faculty/school/department placement programmes
6.	Other activities in line with the school/department strategic plans as agreed with the Head of School/Department
7.	Undertake research activity aligned to employability

Internal and external relationships
<p>Core relationships</p> <ul style="list-style-type: none"> • The Careers and Employability Service; specifically Career Practitioners, Career Practitioner Team Manager, Head of Careers, Head of Work Experience and Placements, and the Head of Student Enterprise • Faculty/school/department Employability Leads • Employability Leads across the wider University (e.g. as part of the Employability Network) • Directors of Programmes; Programme Leads • Director of Graduate School • Associate Dean (Education) <p>Other, as applicable</p> <ul style="list-style-type: none"> • Faculty placement teams • Graduates • External firms and organisations • Faculty/school Alumni Lead • Student/Careers Ambassadors • Student Societies • Marketing and Communications (e.g. to help develop and promote employability messages) • Admissions (e.g. to embed and promote employability messages)

Further information and support for Employability Leads
<ul style="list-style-type: none"> • The Employability Exchange website for staff • Employability Statement and Employability Checklist • Employability Network • List of Careers and Employability Staff contacts