

## **BISHOP GROSSETESTE UNIVERSITY**

### **JOB DESCRIPTION**

<b>Title of Post:</b>	<b>Project Officer- Careers and Employability</b>
<b>Grade:</b>	<b>6</b>
<b>Responsible to:</b>	<b>Head of Careers, Employability and Enterprise/ Project Manager: Careers and Employability</b>

#### **Job Summary:**

The Project Officer will project manage the BGU element of the Office for Students (OfS) funded project – ‘Industrial Strategy and Skills- support for local students and graduates’. The project will support the development of a highly skilled graduate workforce in the Greater Lincolnshire LEP region (GLLEP), through the generation of multi-disciplinary industry/ business challenge projects. The purpose is to engage specifically with medium to large businesses across the region, whilst also targeting and engaging students who are from the Greater Lincolnshire region to work on the projects. The initiative will not only showcase the value that students and graduates can bring to the businesses, but also ensure that the organisations and opportunities across the GLLEP region are increasingly visible to the broader student population.

This is a collaborative project in which we will be working in partnership with colleagues at the University of Lincoln. In addition to working across student and employer stakeholders, the role will be liaising with partner local authorities across the GLLEP region, to ensure the impact of the project connects to the local authority place marketing and graduate attraction strategies – to stimulate an increase in graduate migration across the region. The role will work with other key departments in Bishop Grosseteste University such as the Centre for Teaching and Learning.

This is a fixed term post and will run until December 2021.

#### **Specific duties and responsibilities:**

1. To manage the BGU element of the project to ensure we meet established outcomes and objectives. Produce effective reports for the University, line manager and University of Lincoln Project Manager
2. Ensure that partnerships with key stakeholders are effectively managed to maximise the impact of the initiative
3. Prepare and maintain project documentation including a Project Execution Plan for the BGU element of the project. Establish and maintain a clear, robust and auditable system of documentation
4. To engage Heads of School and Programme Leads in the development of the project processes and creation of student project teams, supporting the identification of eligible student cohorts to work on the industry/ business challenges

5. Support project teams with the identification, development and delivery of projects
6. To effectively identify employer stakeholders and build relations to develop industry business challenges, and to manage relationships to ensure we meet the project objectives effectively, executing a customer orientated approach
7. To develop effective strategic partnerships with employers and local authorities to ensure that we meet the intended project outcomes and that the initiative builds a legacy of opportunity generation, graduate attraction and increased visibility of opportunity across the GLLEP region.
8. To ensure that services are monitored and evaluated effectively, including developing procedures to gather feedback from employers, students, graduates and other project stakeholders as directed by the Evaluation and Digital Project team.
9. To build and maintain networks to support the project outcomes across the GLLEP region.
10. To build strong and sustainable links with GLLEP local authorities and work in collaboration to strategically use the initiative to drive increased graduate attraction and place marketing across the region
11. To effectively disseminate and promote the project outcomes and successes at national conferences and events.
12. To represent the University at relevant functions and attend sector careers and employability meetings as deemed appropriate
13. To attend appropriate training and staff development sessions, and participate in an annual appraisal process
14. To comply with the University's Health and Safety Welfare Policy, legislation and practice
15. To maintain professional standards in relationships, including non-discriminatory practices
16. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role
17. The post-holder must operate within the guidelines, procedures and regulations of the University
18. The post-holder must operate within the University's Financial Regulations, Equal Opportunities Policy, Race Equality Policy and other relevant University policies

## PERSON PROFILE

### Project Officer- Careers and Employability

	Essential	Supplementary
Education/ Qualifications and Special Training	Graduate degree or equivalent experience, in a business or project management	Project management  Professional qualification in careers, recruitment, training or equivalent
Knowledge and Skills	<p>IT literate</p> <p>Excellent verbal and written communication skills</p> <p>Excellent interpersonal skills. Ability to develop industry and stakeholder networks and build relationships</p> <p>Ability to analyse and solve problems creatively</p> <p>Capable of a systematic and consistent approach</p> <p>Knowledge of the graduate recruitment market and employer requirements</p> <p>Knowledge of current legislation relating to equality of opportunity in work and education</p>	<p>Familiar with quality assurance processes and requirements in HE</p> <p>Well networked with employers and the business community</p>
Experience	<p>Experience of working with and engaging a diverse client group</p> <p>Experience of liaising with employers, professional bodies and other opportunity providers</p> <p>Experience of managing projects</p>	<p>Experience of liaising with academic staff to ensure effective delivery</p> <p>Experience of developing and implementing marketing and promotions strategies</p> <p>Experience of working in careers, employability, recruitment, training or similar environment</p>

	Essential	Supplementary
Personal Attributes	<p>Good communicator with excellent interpersonal skills</p> <p>Must be self-motivated and conscientious with an ability to work effectively both independently and as part of a team</p> <p>Good time management skills. Professional and diplomatic at all times.</p> <p>Methodical with an eye for detail</p> <p>Client-centred; willing to offer help and support, approachable</p> <p>Committed to a pro-active approach to support for students and have a commitment to Higher Education's widening participation agenda</p> <p>Flexibility in approach to work and willing to undertake further training as required</p> <p>Loyal, committed to the success of the University and willing to work hard to achieve it</p>	