

JOB DESCRIPTION AND PERSON SPECIFICATION		
<b>Job Title:</b> Associate Director Graduate Futures		<b>Accountable to:</b> Director of Graduate Futures & Business Innovation
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 35/Full Time	<b>Weeks per year:</b> All
<b>Salary:</b> £53,011 pa		<b>Grade:</b> 7
<b>College/Service:</b> London College of Fashion, Graduate Futures, Business & Innovation		<b>Location:</b> 20 John Princes Street, London, W1G 0BJ and relocating to Stratford in 2022.
<b>Purpose of Role:</b> The role of Associate Director Graduate Futures is to strategically lead the Graduate Futures team to provide a professional service to: <ul style="list-style-type: none"><li>• Enable our students and graduates to fulfil their career ambitions through employment or self-employment</li><li>• Acknowledge their individuality, support their growth and encourage them as contributors to a civic society and innovation-led industry</li><li>• Create opportunities through connection and collaboration with our community of alumni and industry partners</li></ul> The role plays a key a part in the College's initiatives to improve student experience, retention & attainment, the delivery of the College's Knowledge Exchange strategy and the delivery on the objectives of the College's new home at East Bank.  This role will take full responsibility for the management and promotion of the service and build strategic links across the University, industry and other external organisations to position LCF Graduate Futures as a beacon of best practice.		
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• To manage and lead a high-level Graduate Futures service provision.</li><li>• Responsible for development and implementation of the college's plan for improving student experience by providing a professional service.</li><li>• Develop and implement the strategy for the team in context of Knowledge Exchange (KE) strategy and the Teaching Excellence Framework (TEF).</li><li>• To contribute to the development of the University's strategies for enhancing students experience and engagement of students.</li><li>• Build and maintain key relationships across the university and other external organisations.</li><li>• To raise the profile and promote the work of Graduate Futures across the University and relevant external organisations.</li><li>• In conjunction with the Associate Director Business &amp; Innovation, to identify and attract new national and international business partners offering a variety of opportunities within the College, in line with the College KE strategy</li><li>• To work collaboratively with Senior Managers, promoting good practice and ensuring developments within Graduate Futures are achieved.</li><li>• To keep up date with the current careers and enterprise agenda within Higher Education sharing this regularly with the wider team, industry and senior managers.</li><li>• To report on Graduate Outcomes and employability metrics, identifying key issues and action points &amp; making recommendations to Senior Managers in development /improvement strategies.</li><li>• To report on Knowledge Exchange activities/ projects, identifying key issues and action points &amp; making recommendations to Senior Managers in development /improvement strategies.</li></ul> Work within the University's policies and in particular to: <ul style="list-style-type: none"><li>• Perform (from time to time) such duties consistent with their role level, assigned to them anywhere within the University.</li><li>• Undertake health and safety duties and responsibilities appropriate to the role.</li><li>• Work in accordance with the University's Equality, Diversity and Inclusion agenda and the Staff Charter, promoting Equality and Diversity in their work.</li><li>• To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).</li></ul>		

- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Ensure long term financial sustainability for the Graduate Futures Department and wider University.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Director of Graduate Futures & Business Innovation
- Associate Director Business & Innovation
- Associate Dean: Graduate Futures & Enterprise
- Graduate Futures Team
- School Deans and Associate Deans
- Head of Careers and Employability, UAL

### **Specific Management Responsibilities**

**Budgets:** Yes (Department consumables)

**Staff:** Yes

**Other** (e.g. accommodation; equipment): None

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Associate Director Graduate Futures    Grade: 7**

Person Specification	
Specialist Knowledge/ Qualifications	<p>Educated to degree level</p> <p>Expert level knowledge of careers and enterprise within the HE sector</p> <p>Knowledge of the fashion and lifestyle industry</p>
Relevant Experience	<p>Significant experience of developing a strategic vision for Graduate careers</p> <p>Managed and led a high-level Graduate careers service provision</p> <p>Experience of undertaking a line management role in a changing working environment</p> <p>Project management experience</p>
Communication Skills	Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student Experience or Customer Service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers

Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation
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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last Updated: 15/07/2019**