

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Careers	Accountable to: Director Internal and External Relations	
Contract Length: 1 year	Hours per week/FTE: 1.0	Weeks per year: AYR
Salary: £44,708 pa	Grade: 6	
College/Service: London College of Fashion	Location: 20 John Princes Street, London, W1G 0BJ	

Purpose of Role:

To take responsibility for the strategic management and promotion of a dynamic, high quality service across the College's careers team, playing a key role in policy development and building links across the University and other external organisations.

The role holder will be responsible for shaping the strategic direction and vision for the team, in line with UAL and College plans.

Duties and Responsibilities:

- To strategically manage, future proof and raise the profile of the Careers provision at London College of Fashion, UAL
- To liaise with University and College colleagues to ensure that the Careers provision supports the University Employability and Knowledge exchange strategies
- To work with the Associate Dean of Enterprise (Stratford) to ensure that our Careers provision is developed in line with the College's Graduate Enterprise and Incubation Strategy
- To work closely with Deans and Directors of Programmes to ensure that the Careers service is relevant and meets curriculum and enhancement requirements
- To keep up to date with Careers and Employability policy and practice, capturing and analysing relevant data in order to inform the College's Executive Group on future planning, especially in line with the College's move to a new single campus in 2022
- To regularly collate and present information and produce reports to enhance the awareness of the Careers provision across the College and University whilst demonstrating its impact
- To manage external client relationships with both industry and Careers sector colleagues to ensure our provision is relevant and future proofed
- To lead the delivery of a client-focused service, assisting the Director of Internal and External Relations in the continuous development of the services and in strategic planning
- To be responsible for the effective and efficient recruitment, deployment and appraisal of team members, including their induction, training and development as appropriate
- To line manage staff including induction and probation, 1:1's and appraisal
- To be responsible for the Careers budget monitoring expenditure
- To identify and engage in active development of discussion and communication with Senior Managers, Academic staff and other support departments, promoting collaborative working and ensuring developments within student employability are achieved
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within

the University

- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To 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.
- To 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.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

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

- Senior members of Internal and External Relations
- College Executive Group
- Associate Dean for Enterprise
- Head of Careers and Employability, UAL

Specific Management Responsibilities

Budgets: Yes

Staff: Yes

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Head of Careers and Student Engagement Grade: 6

Person Specification	
Specialist Knowledge/Qualifications	Educated to degree level
Relevant Experience	Experience of working within arts or culture organisation
	Experience of managing teams
	Experience of working with students
	Experience of running a customer focussed service
	Experience of careers and employability
Communication Skills	Communicates effectively orally and in writing adapting the message for 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	Plans, prioritises and manages resources effectively 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	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and	Suggests practical solutions to new or unique

Problem Solving	problems
-----------------	----------

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: 11/05/2018