JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Employability Practitioner	**Accountable to**: Senior Employability Practitioner, Careers and Employability (CE)

Contract Length: Two years	**Hours per week/FTE**: 35	**Weeks per year**: AYR

Salary: £32,730 - £40,196	**Grade**:4
College/Service: Careers and Employability /ADS	**Locations**: High Holborn and UAL Colleges

Purpose of Role:

The Employability Practitioner will act as lead contact for Careers and Employability (CE) within designated Colleges, working between UAL and its constituent Colleges. The post holder will develop deliver and share employability resources, information, workshops for students and graduates, innovating subject matter, and developing imaginative ways to deliver content.

The role is also responsible for building and maintaining relationships with course teams, promoting the CE programme and delivering co-curricular workshops. Working collaboratively and strategically with the Senior Employability Practitioner and the wider C&E team the Employability Practitioner will operate with the ultimate intention of encouraging academic colleagues to take ownership of delivery thereby supporting the wider university goal of embedding of employability and enterprise into the curriculum.

Duties and Responsibilities

☐ To act as Careers and Employability primary contact at designated UAL Colleges working to defined objectives to support student enterprise and employability, in co-curricular and extra-curricular initiatives.

☐ To generate, organise and deliver presentations, interactive workshops, intros, and events, working closely with College and course staff, CE colleagues and other UAL colleagues to communicate and coordinate services, opportunities and events within and outside the curriculum.

☐ To take responsibility to design and manage the co-curricular C&E offer within the designated colleges tailoring it according to the needs of the college and building on existing course relationships with the ultimate goal of encouraging academic colleagues to take ownership of the learning and delivery.

☐ To support the implementation of the [Creative Attributes Framework](#) and Policy, and the application and communication of the framework/policy within areas of own responsibility e.g. CE presentations, interactive workshops, events, resources and materials for students, graduates and staff.

☐ To develop and support the design and delivery of Graduate Futures Week (and other CE event programmes as required) and to actively promote and communicate the CE programme to students, staff and courses e.g. funding, mentoring, internships, competitions, awards, etc.

☐ To find ways to encourage academic colleagues to use the resources, information and materials for their own teaching practice

☐ To liaise with Academic Coordinators as they work strategically with courses in curriculum design, validation and revalidation

☐ Provide CV checks to students on a regular/limited basis (e.g. 0.5 days per week) exploring a range of models for effective delivery e.g. face to face, online feedback, etc

☐ To support College led employability and enterprise initiatives where appropriate

☐ To provide specialist employability information, resources and support (in specified areas) for

students, graduates and staff, and to represent CE in meetings, groups and on specific initiatives where these specialisms are relevant such as with courses identified in the Make a Difference programme

☐ To work to CE objectives and targets, evaluating and reporting on student engagement, performance, impact and feedback.

☐ To work strategically with key members of the CE team to inform, influence and enhance the delivery, development, value and impact of CE services and programme (including Senior Employability Practitioner, Educational Developer, Employability and Progression Practitioner and CE managers responsible for employment (Artstemps/Creative Opportunities), web/digital communications, enterprise, events and Art quest.

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

- Head, Careers and Employability
- Senior Employability Practitioner
- Educational Developer
- Employability Practitioners

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
        (Recruiting Manager)

Job Title: Employability Practitioner   Grade: 4

Person Specification	
Specialist Knowledge/ Qualifications	- Has first Degree or advanced qualification relevant to careers development. - Understanding of key issues related to student and graduate careers development, progression and destinations. - A significant understanding and knowledge of student' development of enterprise and employability skills. - A detailed understanding of key factors that influence graduate careers and destinations in the creative sector. - Advanced project management skills and ability to use a range of related tools, methods and resources. - Ability to produce engaging and persuasive marketing

	copy that communicates effectively with multiple audiences and to use it for promotional purposes employing multiple channels from flyers and email to social media. • Ability work to targets and to monitor, evaluate and report on own area of impact and performance. • Ability to manage travel and work across a variety of different sites across greater London on a frequent basis.
Relevant Experience	• Experience of working in a HEI and/or in a creative university careers service or has significant experience of working in a company, agency or employer in the creative and cultural sector. • Experience of working in or knowledge of the creative industries sector including creative business in the visual arts, crafts, fashion, design, performance or communications sector. • Experience of developing, managing and delivering professional development programmes, workshops and talks for students and graduates on a frequent basis. • Experience of managing a range of events particularly those that benefit students and graduates career development and progression. • Significant and demonstrable experience of managing projects of a concurrent and overlapping nature, to deadline and within budget. • Relevant experience in own area of work and is able to work independently without direct supervision.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching approaches to support and develop students' employability Supports learning for diverse student groups
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time

Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve 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