

JOB DESCRIPTION AND PERSON SPECIFICATION		
Job Title: Graduate Support Specialist		Accountable to: Graduate Support Consultant/Lead
Contract Length: 1 year (in the first instant)	Hours per week/FTE: 35	Weeks per year: AYR
Salary: £34,326 - £42,155 pro rata		Grade: 4
College/Service: Careers and Employability /ADS		Locations: High Holborn and UAL Colleges
<p>Purpose of Role:</p> <p>The Graduate Support Specialist will plan and lead a programme of services and opportunities for UAL graduates, focusing on recent graduates addressing the heightened need for graduate support during the pandemic.</p> <p>The post holder will act as lead contact for their designated college and support UAL Graduates using graduate and employer data to understand graduate needs alongside graduate labour market opportunities.</p> <p>The post holder will develop, communicate, deliver and share enterprise and employability resources, information, workshops, webinars and other learning opportunities to support UAL Graduates in gaining graduate level employment. The post holder will identify and analyse datasets to track progress and improve service and to ensure targeted engagement with graduates ahead of the annual Graduate Outcomes Survey.</p> <p>The role is also responsible for building and maintaining relationships with UAL Alumni relations, course teams, and communications teams to promote graduate engagement in employability and enterprise support. Working collaboratively and strategically with the Graduate Support Consultant and the wider C&E team, the Graduate Support Specialist will operate with the ultimate intention of supporting UAL Graduates to gain graduate level job during the economic challenges the pandemic has brought to the creative and cultural sector.</p>		
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> To be the primary contact for recent UAL graduates from your designated college working to defined objectives to support graduates to gain graduate level employment/self employment. <ul style="list-style-type: none"> • Work to create graduate communities to develop support networks and collaboration opportunities ▪ To work with the college business innovation teams and course leaders to put on business networking events tailored to both college and discipline <input type="checkbox"/> To generate, organise and deliver presentations, interactive workshops, intros, and events, working closely with careers and employability and other UAL colleagues to communicate and coordinate services, opportunities and events both on and offline. <input type="checkbox"/> To take responsibility to design, manage and deliver support services for graduates tailoring it according to the needs of the recent graduates. <input type="checkbox"/> To provide 1-2-1 support in relation to job hunting and triaging for the enterprise team <input type="checkbox"/> To collaborate with UAL Alumni association team, global alumni groups and the UAL Alumni enterprise group and other networks to connect with and engage UAL graduates. 		

□ To develop and deliver, in collaboration with C&E marketing team, to develop a programme of tailored communications with UK and international graduates including newsletters, podcasts, blogs etc to help graduates understand and engage with support from the Careers Service.

- To undertake to ensure the inclusivity of the offer, giving particular attention to the groups of students identified in the Access and Participation Plan

□ To support College led employability and enterprise initiatives where appropriate.

□ To provide specialist employability information, resources and support (in specified areas) for graduates and staff, and to represent CE in meetings, groups and on specific initiatives where these specialisms are relevant.

□ To participate in the data collection, reporting and evaluation of the Graduate Support Hub

- To collaborate with the Careers Online learning technologist, Graduate Support Consultant and Graduate Support Specialist colleagues to create and publish online learning materials targeted at graduates
- To promote engagement in the graduate outcomes survey

General

- 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.

- Head, Careers and Employability
- Educational Developer - Employability
- Graduate Support Consultant
- Employability Practitioners
- Graduate Enterprise Specialist
- Alumni relations team
- Communications teams

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Graduate Support Specialist

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, enterprise, progression and destinations.
- A significant understanding and knowledge of graduate destinations and labour market trends in the creative industries.
- 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.

	<ul style="list-style-type: none"> • Ability to create, deliver and manage online learning programmes for remote learning and careers development. • 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	<ul style="list-style-type: none"> • 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 producing 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. • 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	<p>Uses effective teaching approaches to support and develop students' employability</p> <p>Supports learning for diverse student groups</p>
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