

REQ17521 - Projects Manager – Careers Network

Placements, Access, Support and Outcomes

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Careers Network (CN) team at Loughborough University is highly regarded for the quality and range of services provided to students, graduates and staff. These include professional careers guidance, skills development, and support for placements and work-based learning, as well as access to employers and opportunities, enabling students and graduates to develop and realise their potential.

Job Description

Job Grade: MA6

Job Purpose

Reporting to and guided by the University's Head of Careers, Employability and Employer Engagement, the project manager will undertake projects and generate outcomes as required. A key focus will be on enhancing access and participation in placements and work-based learning amongst groups of students who are under-represented in the placement cohort.

Projects will also include liaison with and support for student outreach services to enhance engagement with students from lower participation groups. Working in collaboration with colleagues in Careers Network (CN) and across the University, project outputs will include the analysis, design, facilitation and delivery of appropriate and effective services and solutions to enhance student engagement and outcomes.

Job Duties

Project management

- To contribute to identifying, defining and reviewing projects, and use any research undertaken to inform the direction of the projects
- To generate project plans as required, agreeing project goals with line manager, and to review, record and report progress on a monthly basis, with full responsibility for all aspects of the completion of projects, meeting agreed project goals and objectives.
- To successfully engage and collaborate with relevant project partners and participants, maintaining positive and effective working relationships
- To drive project activity, personally deliver key elements, ensure colleague engagement and contribution, and facilitate project meetings and reviews as required
- Projects will be expected to inform the development of further, potentially wider programmes of activity

Research

- To research national data and trends and the programmes of support provided in other HEIs
- To conduct appropriate and necessary research, in liaison with colleagues in Planning and Registry and using CN systems, and other sources of data including Co-Tutor eg. to better understand the reasons for the disparity between participation in placements, and in degree and DLHE outcomes for certain students in comparison with their peers
- To analyse CN and LU data to assess levels of engagement with advice services, career confidence and work experience undertaken by students during their courses
- To explore the value and impact of bursaries or grants in supporting access to placements or internships

Service provision

- To work with CN and University colleagues to develop, market and deliver a range of services focused on the needs of the students identified, in order to optimise engagement with placements and other work experience
- To develop and administer programmes of support, including proposed financial support scheme
- To develop access to mentors and professional networks for identified groups of students
- To identify and promote relevant student role models to inspire additional engagement
- To develop and facilitate workshops and engagement events for identified student groups
- To encourage employer participation in events and other activities
- To liaise with LSU exec, committees and societies to optimise engagement with relevant students

General

- To ensure the delivery of consistently excellent client services
- To maintain accurate records of activity on CN systems and provide monthly written project updates and analyses
- To demonstrate individual commitment to the achievement of the project goals
- To apply a range of technologies, methods and social media to enhance the delivery and effectiveness of careers, skills and placements support within the project
- To consider and contribute to the continuous improvement of services, projects and processes, prioritising the needs of service beneficiaries and the University
- To represent and positively promote the University and the department at all times
- To undertake any other duties or tasks commensurate with the nature and grade of the post when required by the designated line manager or senior.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

This role is likely to require occasional out of hours and weekend working, and possible travel, to support the University's outreach activities and help to deliver the project outcomes

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Careers, Employability and Employer Engagement

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience and understanding of HE careers, employability and/or placement and work experience support functions	1,3
	Experience of working with external or internal partners, negotiating and delivering positive outcomes	1,3
	Good project management experience	1,3
Skills and abilities	Research skills with the ability to assimilate, interpret and apply complex new information	1,3
	Good statistical and data manipulation skills using spreadsheets and other tools	1,3
	An excellent understanding of HE and of student motivations and expectations with regard to work experience, personal development and career outcomes	1,3
	Skilled in the management and co-ordination of project work and activity, motivating and leading others in teams	1,3
	Goal oriented, with evidence of target achievement	1,3
	Excellent interpersonal skills – the ability to establish effective relationships quickly and to maintain them to enhance outcomes	1,3
	Effective team worker with a naturally collaborative approach	1,3
	Effective organisation and administrative skills, able to prioritise and organise own workload and influence others	1,3
	Highly developed listening and verbal communication skills	1,3
	Good writing skills – presenting information clearly and concisely in reports, printed publications, and for the web and social media	1
	High degree of accuracy and attention to detail, whilst working to demanding deadlines	1,3
	Personal initiative, with a solution-led approach to problems and challenges	1,3
	Excellent general MS Office skills (Word, Excel, Outlook email, Powerpoint, Access)	1,3
High degree of discretion, sensitivity and ability to maintain strict confidentiality	1,3	
Training	A commitment to ongoing personal development and a willingness to undertake further training	1,3
Qualifications	University degree or equivalent qualification or experience	1
Other	Able and willing to travel throughout the UK if required	1,3
	Able and willing to work outside standard hours if required	1,3

	Committed to observing equal opportunities and diversity policies	1,3
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Desirable Criteria

Area	Criteria	Stage
Experience	Experience working with clients from a variety of cultural backgrounds	1,3
	Skills in the use and development of other systems including Co-Tutor (for placement management) and other student record systems	
Qualifications	Project management training qualification	1

Conditions of Service

The position full-time, open-ended. Salary will be on Management and Specialist Grade 6, (£29,301 - £38,183) per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

The University also offers an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Helen Smith, Head of Careers, Employability and Employer Engagement by email at h.smith@lboro.ac.uk or by telephone on 01509 222 048

Applications

The closing date for receipt of applications is **22 June 2017**.