Job Title: Project Officer (Curriculum)
Grade: 6
Salary: £27,830 to £32,236 per annum
Department: Career Development Service
Hours/Contract: Full-time, fixed term contract until 31 December 2019
Reference: 241

Role Purpose
To deliver a range of tailored curriculum and co-curriculum activities to support the development of student employability (in line with the Career Development Service strategy). Achieved through managing relationships and working with designated colleges and academic departments, under the guidance of the Career Development Manager.

Resources Managed
- The post holder will report into the Career Development Manager.
- The post holder may be required to manage one of the Project Co-ordinators (Curriculum)
- The post holder will be expected to manage ad hoc projects, as directed by the Career Development Manager, and ensure that these meet agreed objectives.

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<th>Principal Responsibilities</th>
<th>% Time</th>
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<tr>
<td>Work with The Student Success team to lead on the design and delivery of bespoke curriculum and co-curriculum activities throughout programmes. Also support the delivery of activities led by other members of the Student Development Team.</td>
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<td>Understand and interpret Employability Partnership Agreements (EPA) that are in place with designated academic departments, and then utilise this information to develop relevant curriculum based activities. This will involve understanding the department’s needs and considering internal and external factors impacting employability within those departments.</td>
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<td>Line manage and oversee the work of the Project Co-ordinator (Curriculum)</td>
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<td>Contribute support and expertise across a wide range of Service initiatives where requested/appropriate.</td>
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<td>Engage in the exchange of good practice and continuing professional development through membership of the Association of Graduate Careers Advisory Services (AGCAS), involvement in relevant professional networks and other appropriate professional development activities.</td>
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<td>Carry out any other duties appropriate, including one-to-one student careers coaching appointments.</td>
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### Internal and External Relationships

- Work closely with The Student Success team and broader Service to ensure that all work undertaken in academic departments is consistent with the employability vision and strategy.
- Support the engagement with academic departments, corporate services and the Students’ Union as appropriate to inform the development of curricular activities.
- Support engagement with employers and other relevant external bodies, as appropriate, to inform and enhance the development of curricular activities.

### Planning and Organising

- Accountable for planning and organising time and workload effectively, and ensuring that tasks/projects and areas of responsibility as outlined by the Curriculum Employability Manager are completed on time and to the necessary standard.

### Qualifications, Knowledge and Experience

#### Essential

- Educated to degree level*
- Previous experience in the careers guidance field, teaching, training, recruitment, HR or other advisory roles*
- An interest in and understanding of the graduate recruitment/labour market and the employability issues and challenges students and graduates face*
- Experience of designing and delivering training material and workshops, or equivalent*

#### Desirable

- Experience of designing and delivering career development training and resources.
- Previous experience of working with students.
- Experience of delivering one-to-one careers advice/guidance.
- An appreciation of the strategically important role HE Careers Services play, and an understanding of how this impacts on the roles of career professionals within these services

*Criteria to be used in shortlisting candidates for interview*

### Skills, Abilities and Competencies

#### Essential

- The skills to present and facilitate effectively and confidently to a wide range of large audiences*
- Excellent interpersonal skills to influence, build and maintain relationships and work effectively with a range of stakeholders, at all levels, including students, colleagues, academic and professional services staff, and employers*
- The skills to manage own time effectively and work under pressure*
- Excellent team working skills
- Competent IT skills including Microsoft Office applications
**Job Summary**

- Excellent written communication skills
- The ability to work on own initiative, proactively, and with minimal supervision.
- The ability to work flexibly and deal with numerous deadlines at any one time.
- A willingness and ability to work evenings and weekends where required.
- The ability and skills to analyse, interpret and communicate numerical data from different data sets (e.g. Destinations data)

*Criteria to be used in shortlisting candidates for interview*

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<tr>
<th>VITAL</th>
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<td>The University encourages all staff to live our <strong>VITAL values</strong> which are: Valuing People, Innovators, Together, Accountable, Leaders.</td>
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</table>

**Equality and Diversity**

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.