

Job Description

Post title: Graduate Employability Project Officer	Post No:
Organisation Unit: Student Employability Team	Date compiled: December 2018
Salary: £23,500	Hours per week: 37 Weeks per year: 52
If fixed term, state duration: August 2019- August 2020	
Immediate line manager: Team Leader: Employability Advisers	
Designation and grade of any staff supervised by the postholder: N/A	
Job purpose:	
<p>Provide information and advice services to students on careers; placements; recruitment practices and employment opportunities. Provide administration for student placements as specified and to assist generally with the administration of the service as required throughout the year. Contribute to the development and implementation of a differentiated model of service delivery maximising the use of digital technology</p>	
Principal duties and responsibilities:	
<ul style="list-style-type: none"> • To provide information and advice to students through a variety of methods including: the delivery of briefing sessions and presentations to groups of students; drop-in/duty sessions to individuals; welcome week activity; pop-ups and through the use of social media • To proactively engage with students and student groups using a variety of methods (as above) to: deliver key messages and to promote placements, work experience and graduate employment opportunities; as well as information and advice on a range of careers and employability topics. • Contribute to duty/drop-in support for students in the employability centres including: the accurate identification of student needs and of referral processes so that students access additional support as required; and support students visiting the centres to use the on-line information and resources • To contribute to the delivery of advice to students individually or in groups on the completion of job applications, CVs, covering letters, interview preparation, assessment centre preparation using a variety of methods including on-line; via the telephone and in person. This will include preparing students for 'live' interviews; assessment centres and other recruitment events • To refer students requiring in-depth guidance to the appropriate careers consultants and to take referrals from careers consultants for students needing help with finding and applying to placements, work experience and employment opportunities • To provide students with information, advice and support to: help them prepare for placements and work experience including the application process • Send and/or track the receipt of relevant placement documentation to students and arrange the delivery and track completion of health and safety briefings and/or on-line assessments according to risk profile • Conduct student surveys at key stages: pre-placement; on placement; post-placement and students who have not gone on placement. • Make referrals to the appropriate academic staff if issues arise regarding the student's well-being on placement 	

- To liaise with the events team to ensure that the events programme for students is managed, promoted and supported by students
- Inform the business development team of student's aspirations and job preferences to help direct activity and use feedback from the business development team to inform service delivery
- To undertake general administration duties to support the smooth running of services for students for example cover reception duties; book appointments; check and respond to mail boxes; welcome and assist with visitors as required.
- To attend all department team meetings and attend Welcome Week, University Open Days and other events as required
- To contribute to the delivery and the development of the service through the use of new technologies
- To assist with the maintenance of information services both in the centres and on-line
- Contribute to the tracking of student engagement including the collation and reporting of data in relation to applications to placements and vacancies so this information can be used to drive student engagement priorities
- Ensure that specified activity with regards to student engagement is recorded so that the Student Employability Manager can use management information to inform service delivery priorities
- To keep up to date with labour market information and participate in continuous professional development

Special requirements:

This position is only open to Graduates of Nottingham Trent University with a degree of 2:1 or above, who have graduated within the last 2 years (since Summer 2017).

- Must be willing to work evenings and weekends on occasion
- Must be willing to work with new technology

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	Debra Easter	December 2018
Approved for department by		

<http://www.ntu.ac.uk/humanresources/>

See also

[JD Guidance Notes](#) (for HR use only)