



Role Description: Employability Development Director

Overview

The Employability Development Director (EDD) is a senior position and a member of the departmental leadership team responsible to the Departmental Director of Education. The purpose of the role is to take a strategic approach to leading the development and enhancement of employability provision for the department, ensuring that it aligns with the University Employability Strategy and work of the Employability and Careers Centre (E&CC).

Directors work closely with colleagues across their department, and are supported in their role by the department's administrative team. The Employability Development Director also works closely with senior faculty officers (particularly the Deputy Dean - Education) and relevant members of Professional Services (particularly but not exclusively the relevant Faculty Support Team and colleagues in E&CC) to discharge her/his responsibilities.

Responsibilities

Working to the Director of Education, the Director holds the following responsibilities:

Leadership

1. To align with the strategic objectives of the University Employability Strategy, the departmental strategy and the E&CC.
2. To support the Head of Department in implementing the University Employability Strategy by leading on the development of employability within the department.
3. As part of the annual planning and annual review of courses processes, to support the Director of Education in monitoring, evaluating and reporting on key employability initiatives and Destination of Leavers from Higher Education (DLHE) targets.
4. To align employability developments with wider policy and initiatives within the University including excellence in education and excellence in research.
5. To work closely with the Deputy Dean (Education), the staff of the E&CC and the institutional Director of Employability to further the employability agenda in the department.
6. To support and encourage departmental colleagues in engaging with student employability.
7. To ensure effective consideration within the department of DLHE and that appropriate action is taken in response to these results
8. To coordinate employability activities with the wider pastoral support offered by the department, and to adhere to the legal requirements of equality and diversity legislation/relevant QAA guidelines on issues relating to employability.
9. To develop and disseminate awareness of good practice by being active in relevant communities of practice (locally and nationally) and sharing expertise with other departments.

Curriculum

10. To be responsible for embedding and enhancing employability, career development learning and work-based and work-related learning in the curriculum of the department's taught programmes and for managing student engagement by working closely with the Faculty Career Adviser and the Faculty Employability Co-ordinator.¹
11. To act as a source of expertise on embedded employability within the department's disciplines.
12. To focus students on key employability deadlines and foster the timely development of employability attributes and capabilities.

Employers/alumni/external stakeholders

13. To play a leading role in planning, evaluating and reporting strategic engagement with key external stakeholders for the department, co-ordinating activity with the E&CC and supporting Faculty initiatives.

¹ The Faculty Careers Adviser leads on career learning and careers guidance, while the Faculty Employability Coordinator leads on work-based learning.

14. To ensure relevant external stakeholders' views of are considered when developing new courses.
15. To facilitate the work of the Faculty Employability Co-ordinator in creating curriculum-based work placements for the department (and University) through building links with employers/business.
16. To utilise and promote the E&CC's vacancy jobs board, internships and career fairs.

Employability and Careers Centre

17. To annually agree departmental key priorities for joint working with the E&CC (with the Faculty Careers Adviser) and to meet regularly with relevant E&CC members, acting as the main departmental link.
18. To promote key E&CC services, information and events to students and colleagues.
19. To take part in the annual workshop for Employability Development Directors.
20. To encourage students/graduates/colleagues to inform the E&CC of graduate outcomes to optimise positive DLHE survey results.

Good practice guidelines

Heads of Department should:

- Allocate an appropriate amount of time to the role and to agree this with the role holder.
- Provide appropriate administrative support (e.g. through the Departmental Office).

Heads of Department are encouraged to:

- Consider, when appointing someone to the role, the level of experience and seniority required to operate strategically and influence colleagues effectively.
- Appoint the role for at least two years to provide continuity and consolidate expertise.
- Ensure the role holder is a member of the Departmental Education Committee or equivalent.

The role holder is encouraged to:

- Attend regular expert briefing sessions provided by the E&CC/Learning and Development.
- Use employability work as part of their case for HEA (Senior) Fellow status, as appropriate.

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