

# Job Description

Graduate Progression Consultant  
Career and Employability Services

Directorate of Student Experience and Teaching Excellence



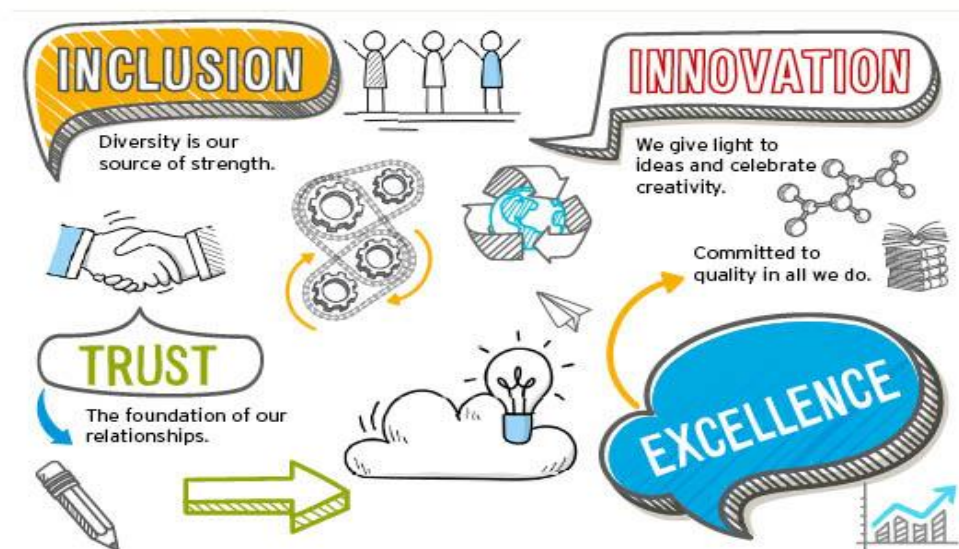
## Brief summary of the role

Role title:	Graduate Progression Consultant
Grade:	Career Grade 9
Faculty or Directorate:	Directorate of Student Experience and Teaching Excellence
Service or Department:	Career and Employability Services
Location:	On Campus
Reports to:	Associate Director Careers, Employability and Engagement
Responsible for:	Graduate Progression Adviser (Intern)
Work pattern:	0.6 FTE within Monday – Friday (with occasional weekend and evening work)

# About the University of Bradford

## Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



## Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"><li>• Level 6 qualification, such as a degree apprenticeship or undergraduate degree, or equivalent level of experience.</li><li>• Professional qualification in Careers Guidance e.g. DipCG, QCG, QCF level 6, NVQ Level 4, AGCAS Professional Diploma</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Teaching qualification or HE Advance Fellowship</li></ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Experience of providing one-to-one careers advice, guidance and coaching to a diverse range of students and/or graduates or service users (in-person and online)</li><li>• Experience of providing career action planning and associated activities e.g. job search, interview preparation etc to a diverse range of students and/or graduates or service users (in-person and online)</li><li>• Experience of analysing key data and information sets to inform service design and planning e.g. Graduate Outcomes data, student/graduate/service user engagement data, customer feedback</li><li>• Experience of leading and delivering the planning, delivery, and evaluation of service and/or institution/organisation-wide project aimed at making a positive impact on the student/service user experience and graduate/service user outcomes</li><li>• Experience of representing a department/service with a range of internal/external customers and stakeholders and being member of formal working groups/committees</li></ul>
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	<ul style="list-style-type: none"> <li>• Experience of organising working groups, setting an agenda, implementing and monitoring work plans, chairing meetings and producing and presenting high quality reports to University working groups/committees</li> <li>• Experience of line management and leading colleagues to meet standards, targets and deadlines</li> <li>• Experience of informing and influencing the design, planning, delivery, and evaluation of career and employability, and graduate skills and outcomes focused curriculum and services to deliver a high-quality student experience and positive impact on key performance outcomes, in collaboration with academic staff, professional service staff, employers and alumni</li> <li>• Experience of designing and producing graduate level career and employability learning, teaching, information and assessment resources presented in various formats</li> <li>• Detailed knowledge of career guidance theory, graduate skills, employability practice, graduate progression and outcomes agendas including expert knowledge of the HESA Graduate Outcomes Survey</li> <li>• Detailed knowledge of career IAG practice for delivering one to one services</li> <li>• Knowledge of the local, regional, national and international graduate labour markets and trends</li> <li>• Knowledge of career, employability and graduate skills information resources including web and social media</li> <li>• Organisational skills and the ability to prioritise own workload</li> <li>• Excellent interpersonal skills and communication skills to build relationships and deal with a wide range of people and situations professionally and sensitively</li> <li>• Excellent ICT skills and ability to fully utilise Windows based software such as Microsoft Office, social media and email</li> <li>• Strong analytical skills to analyse, interpret and report data and information and make recommendations for service improvements</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Working in a higher education institution</li> </ul>

	<ul style="list-style-type: none"> <li>• Working with student record systems and CRM</li> </ul>
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#### Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Empathy and understanding of the needs and aspirations of a diverse range of students, graduates and staff</li> <li>• Inclusive, helpful, supportive, approachable and professional manner to lead and work with students, graduates, staff and externals</li> <li>• Ability to work positively and collaboratively at all levels internally and externally.</li> <li>• Helpful, supportive, approachable and professional manner to students, graduates, staff and externals.</li> <li>• Team focused and a collaborative approach.</li> <li>• Ability to multitask, to work accurately, and to tight deadlines.</li> <li>• To work flexibly and be able to adapt to changing business needs and situations</li> <li>• Committed to the University's values and promoting equality, diversity and inclusion.</li> <li>• Ability to work on own initiative with limited supervision and take a positive, proactive and 'can do' attitude.</li> <li>• Motivated to deliver consistently high-quality services to agreed standards</li> <li>• Committed to continuing professional development</li> </ul>
<b>Desirable</b>	



## Main purpose of the role

1. To lead the planning, delivery, monitoring, and evaluation of Career and Employability Services provision of services for graduates, including key activities for final year students preparing for the transition to graduate status.
2. To plan and provide a range of bespoke career advice, guidance and job search coaching and support services to a caseload of recent graduates and alumni up to 5 years beyond graduation to enable the achievement of agreed targets and KPIs.
3. To be an expert on the HESA Graduate Outcomes Survey and to work closely with Planning and Performance Team to ensure the university optimises its performance in the survey and reports on survey outcomes university-wide promptly and using accessible Powerbi report formats.
4. To line manage and supervise the workload, priorities and performance of the Graduate Progression Adviser (Intern).

## Main duties and responsibilities

1. To lead the planning, delivery, monitoring, and evaluation of Career and Employability Services provision of services for graduates, including key activities for final year students preparing for the transition to graduate status.
2. To directly plan and provide a range of bespoke career guidance and job search coaching and support services (in-person and online) to a caseload of recent graduates and alumni up to 5 years beyond graduation to enable the achievement of agreed targets and KPIs.
3. To lead the liaison and work planning with key internal/external operational level services and individuals who can enhance the provision of services and opportunities for graduates and final year students.
4. To be an expert on the HESA Graduate Outcomes Survey and to work closely with Planning and Performance Team to ensure the university optimises its performance in the survey and reports on survey outcomes university-wide promptly and using accessible powerbi report formats.
5. To develop a university-wide communication plan and common explanatory presentation to accompany the dissemination of the HESA Graduate Survey Outcomes powerbi report, in liaison with the Engagement and Communications Coordinator.

6. To lead the planning and delivery of the HESA Graduate Outcomes Survey promotional campaign to final year students and recent graduates in accordance with HESA guidelines and in association with the CES Engagement and Communications Coordinator and Performance and Planning Team.
7. To lead the planning and delivery of the CES Graduate DLHE 6 month survey through close working with the Deputy Head of Career and Employability Services and the Engagement and Communications Coordinator (line manager of the Student Graduate Skills Champions).
8. To be a member of internal/external working groups/committees in order to promote our graduates and students, and to secure engagement and support to enhance our graduate services and the Graduate Skills Framework Project.
9. To produce and present high quality progress and summative reports to University working groups/committees as required.
10. To line manage and supervise the workload, priorities and performance of the Graduate Progression Adviser, and to provide constructive feedback/support, coaching, and access to training as appropriate.
11. To lead and inform policy and practice developments in the provision of services to graduates and graduate skills developments, and to ensure examples of good practice are disseminated across the university and to external audiences as appropriate.
12. To work closely with the Associate Director Careers, Employability and Engagement to ensure the delivery of high-quality career, employability and graduate skills services to student and graduates.
13. To provide 1:1 career guidance and job search services to students and graduates as part of the weekly IAG services and employability workshops as required.
14. To deliver services which meet or exceed guidance quality standards e.g. Matrix. AGCAS.
15. To participate in student/ graduate engagement and marketing activities for Career and Employability Services.
16. To provide bespoke training and ongoing support to academics, professional service staff, and externals, to enable them to participate fully in activities and service developments provided by Career and Employability Services.

- 17.To identify sources of funding internally and externally and assist in writing the bids to secure these funds.
- 18.To identify opportunities to expand the range of services offered to students, graduates, staff and external organisations and lead on the pro-active development of these new services.
- 19.To contribute to the development and delivery of projects and initiatives within Career and Employability Services or across the University more broadly.
20. To identify and implement innovative process improvements to enhance operational efficiency and effectiveness.
- 21.To contribute to on-going service development through participation in working groups and development activities (both receiving and leading) e.g. team planning days.
- 22.The nature of the role requires direct interaction with colleagues and students, which is best achieved on campus. Remote working will be agreed upon based on service needs.
- 23.Respond constructively to occasional reasonable management requests to undertake additional duties and/or responsibilities that may not be explicitly detailed in this Job Description.
- 24.As a university citizen, to support key student events throughout the year such as Open days, clearing, enrolment, and Graduation.