

Job Description

Graduate Progression Adviser (Internship)

Career and Employability Services

Directorate of Student Experience and Teaching Excellence



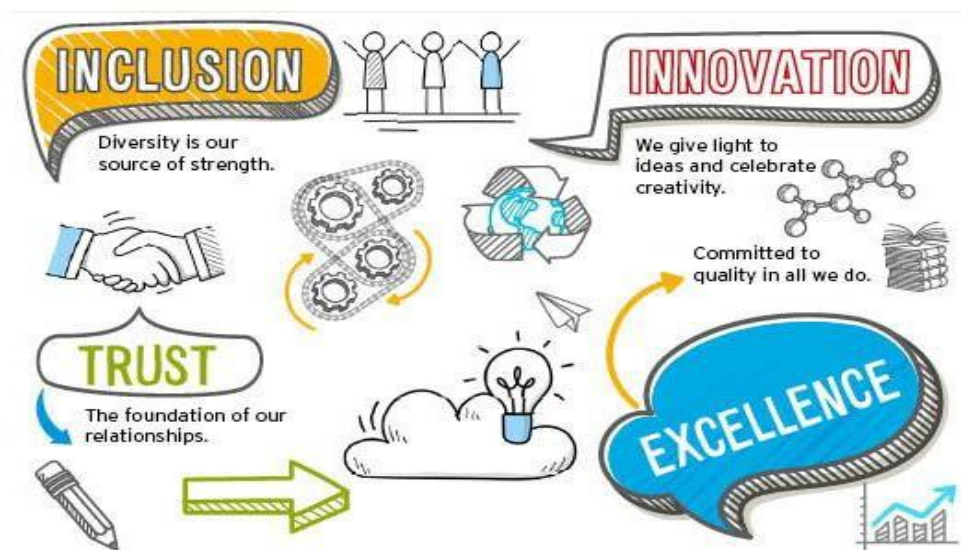
Brief summary of the role

Role title:	Graduate Progression Adviser (Internship)
Grade:	Grade 4
Faculty or Directorate:	Directorate of Student Experience and Teaching Excellence
Service or Department:	Career and Employability Services
Location:	On Campus
Reports to:	Graduate Progression Consultant
Responsible for:	N/A
Work pattern:	1 year 36.25 FT 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

Essential	• An undergraduate degree awarded by the University of Bradford, graduating in 2025
Desirable	• Customer service and/or information and advice qualification or equivalent level of experience

Experience, skills, and knowledge

Essential	• Excellent communication and interpersonal skills and ability to deliver exceptional customer service • Experience of providing one-to-one or group information and/or advice services to young people and/or adults (in-person/online) • Experience of contacting customers by phone and/or email • Experience of accessing career and employability services for own career development and planning • Experience of the progression and change journey from being a university student to being a recent graduate entering the job market • Experience of working collaboratively in a team with shared tasks and responsibilities
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	• Experience of setting goals and deadline and taking actions to enable those goals and deadlines are met • Ability to adhere to and implement agreed administrative and reporting processes • Ability to work with accuracy and give attention to detail • Ability to multitask and to tight deadlines. • Organisational skills and the ability to prioritise their own workload. • Excellent interpersonal skills to deal with a wide range of people and situations professionally and sensitively. • Excellent communication skills, both written and verbal • Excellent ICT skills and ability to fully utilise Windows based software such as Microsoft Office, social media and email • To be able to collate and interpret data.
Desirable	• A recent graduate of the University of Bradford • Experience of using social media in a work context to promote services and engage customers

Personal attributes

Essential	• Empathy and understanding of the needs and aspirations of a diverse range of students, graduates and staff • Inclusive, helpful, supportive, approachable and professional manner to leading and working with students, graduates, staff and externals • Team focused and collaborative approach to working with colleagues at all levels internally and externally.
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	• Confidence to present innovative ideas and to encourage colleagues to propose service innovation and development • Committed to providing excellence within the role. • To work flexibly and be able to adapt to changing business needs and situations • Committed to the University's values and promoting equality, diversity and inclusion. • Ability to work on own initiative with limited supervision. • Positive, proactive and 'can do' attitude. • Motivated to deliver consistently high-quality services to agreed standards • Committed to continuing professional development
Desirable	

Main purpose of the role

1. To provide a range of bespoke communications, follow-up, and outreach services to a caseload of recent graduates of the university (1:1 and/or in groups, in-person and/or online)
2. To work closely with the Graduate Progression Consultant and other Career and Employability Services staff to ensure the delivery of high-quality career, employability, and employment services to graduates and final year students.

Main duties and responsibilities

1. To provide a range of bespoke communications, follow-up, and outreach services to a caseload of recent graduates of the university (1:1 and/or in groups, in-person and/or online).
2. To provide a range of job search information, advice and support services to a caseload of recent graduates (1:1 and/or in groups, in-person and/or online).
3. To maintain accurate and timely e-records of all contacts and interactions with the caseload of recent graduates.
4. To maintain a tracking database of the progression status of all caseload recent graduates.
5. To support the organisation and delivery of the annual 6 months graduate destination survey.
6. To promote the HESA Graduate Outcomes Survey to final year students and recent graduates, in accordance with HESA requirements.
7. To promote job and training opportunities for graduates and success stories of recent graduates via direct email, and social media e.g. case studies, campaigns etc.
8. To work closely with the Graduate Progression Consultant and other Career and Employability Services staff to ensure the delivery of high-quality career, employability, and employment services to final year student and graduates.

9. To deliver services which meet or exceed guidance quality standards e.g. Matrix. AGCAS.
10. To identify and implement innovative process improvements to enhance operational efficiency and effectiveness.
11. To identify opportunities to expand the range of services offered to students, graduates and to pro-actively support the development of these new services.
12. To contribute to on-going service development through participation in working groups and development activities (both receiving and leading) e.g. team planning days.
13. The nature of the role requires direct interaction with colleagues, students, and graduates which is best achieved on campus with some online contact. Remote working will be agreed upon based on service needs.
14. To respond constructively to occasional reasonable management requests to undertake additional duties and/or responsibilities that may not be explicitly detailed in this Job Description.
15. As a university citizen, to support key student events throughout the year such as Open days, clearing, enrolment, and Graduation.