

Company: London College Contemporary of Arts (LCCA)
Department: Careers and Employability
Role: Director of Careers and Employability
Reporting to: Deputy Managing Director
Direct reports: Careers and Employability Team
Location: London
Salary: Competitive

Role Summary

LCCA is a place of high ambition. We are an energetic institution that looks to the future where we serve and develop our local, national communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. We see graduate success and graduate level employment as critical to the future success of the institution. The college is establishing a Careers and Employability team to work with students, graduates, employers, academic colleagues and external partners to ensure successful outcomes for all our students and alumni.

Purpose of the role

This is a critical post in the College, leading and driving the success of the Careers & Employability team. The overall purpose of the role is to develop an effective Careers and Employability Team, providing leadership, direction and overall management of this service to enhance the graduate outcomes for the University's students to enhance the graduate outcomes. The role will focus on both the strategic development and operational enhancement of the Careers Service, ensuring alignment with our strategic goals. The post holder will lead on the strategic development of critical employability agendas, responding to internal and external policy drivers and to ensure the delivery of professional careers education initiatives which supports LCCA's employability aspirations. This will involve providing regular support and advice to the Colleges senior leadership team and influencing and driving institutional policy.

As the College is building the service from scratch this gives the post holder an opportunity to draw upon best practice, to ensure the College becomes an innovative provider of employability and future work information, advice, guidance and education to students, alumni & employers, working with stakeholders across the University and beyond. The role holder will ensure that the core services delivered by the Career & Employability team, are up to date, relevant and delivered consistently to support the core objectives of enhancing and developing employability and work-readiness to our students. The role will be expected to liaise with key stakeholders internally and externally to support the successful delivery of team objectives, whilst continually driving innovation in methods of delivery and pedagogy. As such the role will be required to demonstrate a proactive interest and understanding of up-to-date teaching practices, key measures of success, and outcomes data, as well as using their expertise to steer the team's resource appropriately and advising colleagues within and outside the wider team.

Key Activities & Responsibilities

Key Accountabilities/Primary Responsibilities

- To develop a team and positively and proactively lead, motivate, develop and manage the performance of staff.
- Ensuring the creation of a high performing work environment where team and individual performance is reviewed and challenged, and the team have clear objectives and deliverables.
- Ensuring the delivery of appropriate expertise, professional advice and support to staff, students, graduates and employers.
- Ensuring an employer-led service focused on the delivery of a high impact educational, guidance and advisory service embedded within each College, developing the use of new approaches, methods and technologies.
- Coaching and supporting individual team members and where appropriate identify relevant learning and development requirements.
- To make appropriate proposals and recommendations to develop the Careers & Employability team and provision in line with strategic priorities and demands.
- To provide leadership to colleagues in terms of expertise in student employability and the graduate labour market.
- To prepare, validate and present business cases, including horizon-scanning activities, identifying sector trends, benchmarking against competitors and assessing risk.
- Lead cross-department project groups, including senior management members (both academic and professional support).
- To promote and pro-actively identify opportunities that align college expertise with appropriate opportunities and ensuring efficient delivery of professional support to facilitate this.
- Taking the lead role in establishing college graduate employability targets and ensuring the delivery of an effective client focused service which is mindful of the customer journey.

Strategic Development To develop and ensure the effective delivery of a university employability strategy designed to:

- To implement and effective Employability strategy to support LCCA ambitions to improve graduate level employment and salary levels.
- To be responsive to policy developments and implement effective strategies to support college metrics.
- Develop and improve the service offering based on sector best practice.
- To maintain an up-to-date knowledge of and continually horizon scan the external policy, landscape, making appropriate recommendations for institutional response where necessary. Networking and Liaison.
- Work closely with and influence Senior Management and Academic colleagues to develop and deliver School based employability strategies.
- To be proactive in identifying opportunities for cross team/department working.
- Effectively build sector and professional relations which can inform service development. Curricular and Co-Curricula Development and Delivery.

- Provide appropriate leadership, expertise, professional advice and support to staff, students, graduates and employers.
- Oversee the development and delivery of innovative and creative face to face, digital and blended approaches to careers education.
- Collaborate with and advise colleagues in the continuous review and development of careers objectives.
- Take a lead role in ensuring the team provides consultancy and advice to employers regarding the needs, skills and aspirations of students and graduates and to link these back into the broader employer offer.
- Take a lead in consulting with academic staff and design employability tools and away days to aid the design and delivery of careers education in the curricular.
- Ensure that the team builds relationships and designs frameworks for experiential learning and employer involvement in the curriculum/co-curricular.
- Proactively encourage the use of new technologies in the delivery of Careers Education, Information, Advice and Guidance such as the Abintegro virtual learning platform.

Employer Engagement

- To develop and implement, with regard to cross cutting institutional priorities, a strategy to increase the engagement of targeted strategic employers with our students and graduates through, for example, graduate level roles, placements, and internships.
- Proactively engage with employers to support the C&E team's employer engagement strategy and enhance professional knowledge and expertise of the service.
- To use expert knowledge and experience to carry out research to identify key employers of strategic importance to the University and build relationships with key contacts.
- To ensure that the C&E team, maintain and develop their knowledge and expertise in the local, regional and national student and graduate labour markets.

Stakeholder Management

- To work closely with the students' and staff to develop and continuously improve initiatives designed to increase employability and engagement levels amongst students and graduates.
- To maintain an accurate and up to date knowledge of the full range of graduate destinations metrics (including but not limited to Graduate Outcomes and LEO data).
- To use graduate destinations data to strategically inform the development of careers & employability provision and strategy.
- To liaise and network with appropriate external bodies to ensure the University is informed and able to respond effectively to new and developing employability metrics.
- To work in close collaboration with colleagues to report employability metrics which inform College based delivery models, and the institution wide approach to employability, disseminating and translating data appropriately as well as working collaboratively with academic colleagues to develop and deliver action plans.

General responsibilities

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the College's Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the Data Protection Act 2018 and UK GDPR.

Requirements for the role

Selection Criteria Essential (E) or Desirable (D) Where Evidenced Application (A) Interview (I)
Presentation (P) References (R) Qualifications:

- Graduate or equivalent E A
- Post graduate diploma in careers guidance or equivalent D A

Experience:

- Experience in careers, employability, recruitment, HR or another comparable sector. E A,
- Team Management and strategic leadership E A, I
- Experience in managing diverse stakeholder relationships D A, I
- Experience of working in, or with, higher or further education E A, I
- Experience of generating innovative customer engagement proposals and successful delivery E A, I
- Experience of generating innovative solution to support strategic priorities and developments E A, I
- Experience of working with and engaging diverse stakeholders. E A, I
- Experience of responding effectively to external policy developments. E A, I
- Experience of virtual careers and employability platforms e.g. Abintegro

Skills and Knowledge:

- A detailed understanding of the graduate labour market E I A
- Good working knowledge of higher education knowledge exchange processes D A, I
- An understanding of employer needs, and expectations of, graduates E I
- Marketing planning skills D A
- Ability to use data to inform impactful service development. E A, I
- An understanding of government Higher Education, employability and higher-level skills policy E A, I

Competencies and Personal Attributes:

- Highly organised and able to prioritise workload E A, I
- Innovative E A, I
- Results driven E A, I
- Leadership through inspiration and innovation E A, I
- Ability to work on own initiative. E A, I

Business Requirements

- Flexible work hours to accommodate occasional evening, weekend or early morning working to meet the needs of the business. E I
- Able to travel between sites and to visit external clients E I
- Essential Requirements are those, without which, a candidate would not be able to do the job.
- Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.

There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, GDPR, health and safety and safeguarding policies.

There will be an occasional need to undertake business travel between other sites within London and across the UK.