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# Job Description

# Employability Development Manager

Job Title: Employability Development Manager – HRUC

Grade: HRUC Academic Pay Scale pt. 37 - 40

Reporting to: Head of Employability

Base: Based at Harrow College, with frequest visits to Hayes, Uxbridge and Richmond on a weekly basis

**Purpose of the Job**

The Employability Development Manager will support the Head of Employability and Assistant Director for Enhanced Skills and Employability in achieving HRUC’s targets for work experience, industry placements, and employability. The post holder will work closely with academic departments and corporate services to implement strategies that embed employability and skills into the curriculum, expand placement opportunities, and enhance employer engagement activities. You will build strong relationships with academic staff, employers, and external partners to support learners in developing industry-relevant skills and accessing meaningful work placements.

**Key Duties**

* Support the Head of Employability in managing the Employability Section, with direct line management of the Employability Development Officers (EDO’s) and Work Experience Coordinators.
* Ensure work experience and industry placement targets are met, providing operational oversight for placement arrangements and compliance with health and safety requirements.
* Act as a key point of contact for employers, facilitating referrals of business leads to the appropriate School or department.
* Support the Head of Employability with the implementation and monitoring of employability and work-related activities as part of study programmes.
* Contribute to HRUC’s progress toward achieving the Skillsbuilder Gold award.

**Operational Responsibilities**

* Work with the Head of Employability and Assistant Director for Enhanced Skills and Employability to implement and monitor a comprehensive work experience strategy across HRUC.
* Oversee data collection and reporting related to work experience and placement activities, producing regular updates for senior management.
* Maintain and monitor quality improvement plans for the Employability Section, identifying areas for enhancement and supporting academic teams in delivering improvements.
* Administer and provide training for the Navigate platform to track work experience and employability engagement.
* Develop tools and processes to help learners reflect on and articulate the skills gained from placements and employability activities.
* Support the Head of Employability in coordinating T Level placement activities and engagement with external stakeholders such as the Department for Education.

**Industry and Employer Engagement**

* Collaborate with the Head of Employability to enhance employer engagement initiatives, including co-designing curriculum activities and promoting industry involvement in student learning.
* Assist in organising employer recognition events and supporting ongoing employer communications.
* Represent HRUC at employer-related events, networking opportunities, and partnership meetings as directed.

**Learner Focused Activities**

* Support the development of programmes to immerse learners in industry experiences, including initiatives such as industry weeks.
* Contribute to the rollout of the Skillsbuilder programme, ensuring learners across HRUC benefit from its resources.
* Liaise with the student voice groups to incorporate learner feedback into employability strategies.
* Review the current program of student readiness sessions provided to Level learners making improvements where necessary.
* Ensure all learners on T levels receive a minimum of 7 student readiness sessions with Employability Development Officers, monitor quality of sessions offered with regular learning walks.
* Maintain personal targets for work experience and student readiness sessions.

**Safeguarding and Compliance**

* Understand and adhere to Safeguarding legislation, promoting best practices to protect children and vulnerable adults.
* Ensure compliance with HRUC’s Equality, Diversity, and Inclusion policies and data protection requirements.

**Other Duties**

* Support the Head of Employability and Assistant Director for Enhanced Skills and Employability in managing overseas placements, including logistics for the Turing Scheme.
* Carry out administrative responsibilities to maintain up-to-date records and documentation in line with college policies.
* Perform other duties as required, commensurate with the scale and grade of the post.

# T levels CPD

* To support the Head of Employability to ensure CPD related to T Levels is coordinated and attended as appropriate.
* To support the Head of Employability with liaison related to T Levels CPD including with DfE and Education Training Foundation (ETF).

Safeguarding Children and Vulnerable adults

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

# Employability Development Manager – HRUC

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Assessed by\*: |
| Qualifications, Knowledge and Experience |  |  |  |
| * Qualified to a minimum of Level 3 | **ü** |  | Cert/AF |
| * Experience of working in Further Education, Skills or Training | **ü** |  | AF/IV |
| * Ability to lead a team effectively | **ü** |  | AF/IV |
| * Experience of leading or managing a team |  | **ü** | AF/IV |
| * Experience of building and maintaining effective working relationships with employers and other external partners | **ü** |  | AF/IV |
| * Experience of delivering to groups of young people | **ü** |  | AF/IV |
| * Successful experience of meeting targets, tracking progress and ensuring successful outcomes | **ü** |  | AF/IV |
| * Experience of work experience development within curriculum programmes or in a work experience co-ordination role | **ü** |  | AF/IV |
| * Experience of developing programmes to develop students’ employability skills | **ü** |  | AF/IV |
| Awareness of developments in Further Education including Enhanced Skills Framework and T Levels | **ü** |  | AF/IV |
| Ability to work effectively cross-College with a wide variety of internal stakeholders | **ü** |  | AF/IV |
| Understand of the requirements of Gatsby Benchmarks/Matrix and Education Inspection framework in relation to employability |  | **ü** | AF/IV |
| Knowledge and experience of quality improvement processes |  | **ü** | AF/IV |
| Other Skills |  |  |  |
| * Understanding and practical application of inclusive learning strategies and a proven commitment to equality and diversity | **ü** |  | AF/IV |
| * Able to plan and organise own time to manage multiple prioritise and meet deadlines | **ü** |  | AF/IV |
| * Willingness and ability to attend networking events outside of office hours | **ü** |  | AF/IV |
| * Drive and results-focus | **ü** |  | IV |
| * Excellent communication skills | **ü** |  | AF/IV |
| * Good IT skills including Microsoft Office | **ü** |  | AF/IV |
| * Commitment to Equal Opportunities and Safeguarding in an education environment | **ü** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies | **ü** |  | AF/IV |
| * Evidence of continuous professional development | **ü** |  | AF/IV |
| * Willingness and ability to work across all College sites (Uxbridge, Harrow, Hayes and Richmond) according to business need | **ü** |  | AF/IV |
| * Willingness to participate and lead various work placement visits including international Turing Scheme placement visits (up to 3 weeks at a time) | **ü** |  | AF/IV |
| **Competencies**  *Be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising;  Interpersonal Sensitivity; Adaptability/Flexibility  Results Focus | **ü** |  | AF/IV |

**Evidence of criteria will be established from:**

AF = Application Form

IV = Interview

T = Test (Micro-teach/skills test)

Cert = Certificates checked on induction