
University of Sunderland

Role Profile

Part 1

Lifechanging



**University of
Sunderland**

Employability & Enterprise Curriculum Consultant

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| Job Title: | Employability & Enterprise Curriculum Consultant |
| Reference No: | 0609-22-R |
| Reports to: | Career Development & Academic Support Manager |
| Responsible For: | n/a |
| Grade: | E |
| Working Hours: | 37 hours a week |
| Faculty/Service: | Centre for Graduate Prospects Teaching & Learning |
| Location: | Sunderland Campuses |
| Main Purpose of Role: | <p>Motivated by the belief that every student has the potential to achieve life-changing success and make a society-shaping impact, this role will support the embedding of employability and enterprise across the University of Sunderland, and the creation of confident and motivated students who develop into professional, adaptable, and engaged graduates with rich and rewarding life and career prospects, by ensuring that:</p> <ul style="list-style-type: none">Academics are supported to increase the presence, quality and capacity of employability and enterprise education in priority areas of the curriculum.The ability of colleagues to teach and assess employability and enterprise in an embedded and/or explicit way is continuously developed.The curriculum supports students to develop self-awareness and self-efficacy as well as experience a variety of work contexts and develop economic, social and/or cultural value for others. |
| Key Responsibilities and Accountabilities: | <ul style="list-style-type: none">Provide expert advice to CfGP colleagues and academic stakeholders on effective and appropriate embedded employability and enterprise pedagogy, diagnosing and delivering support needs.Design, monitor and review approaches to mapping and auditing outcomes from new and established employability and enterprise education in the curriculum, and contribute to programme review and approval processes.Provide practical insights into the use of development frameworks like CareerEDGE, EntreComp and/or QAA subject benchmark statements to ensure the appropriate skills and attributes, including digital and innovation skills, are effectively embedded.Provide pedagogical support and guidance as part of the ongoing development of the Sunderland Professional Award and take a leading role in the designing of employability and enterprise micro-credentials. |

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| | <ul style="list-style-type: none"> ▪ Act as project manager for curriculum development projects in priority areas including the coordination of multi-stakeholder project teams, and management of any associated budgets. ▪ Design and deliver professional development training for academic staff and CfGP colleagues linked to the enhancement of embedded employability and enterprise pedagogy, working closely with the University’s learning and teaching enhancement teams. ▪ Participate in and contribute to relevant local and national employability and enterprise education networks on behalf of the CfGP. ▪ Influence the development of a CfGP culture that demonstrates its values and guiding principles and those of the University. ▪ Produce reports for CfGP senior management and other senior stakeholders across the University, that use quantitative and qualitative data to illustrate progress against the Centre’s strategic aims in relevant areas. ▪ Perform other such duties as the Career Development & Academic Support Manager may from time to time require. |
| <p>Special Circumstances:</p> | <p>Expected to attend and participate in occasional evening and weekend working, and travel nationally and internationally when required.</p> |



Part 2A: Essential and Desirable Criteria

Qualifications and Professional Memberships

Essential:

- Postgraduate degree in relevant subject, or first degree in a relevant subject with significant applied experience.

Desirable:

- Doctoral or professional qualification in employability, enterprise, teaching and learning, education consultancy and /or training and development.
- Fellowship of the Higher Education Academy (FHEA) and/or Fellowship of Enterprise Educators UK (FEEUK).

Knowledge and Experience

Essential:

- Proven knowledge and experience of developing and delivering embedded employability and enterprise education in partnership with academics.
- Knowledge and experience of developing and delivering effective professional development in curriculum development and innovative pedagogy.
- Ability to successfully develop and manage multi-stakeholder projects and associated resources.
- Experience of developing and deploying effective consultancy, auditing and evaluation approaches.
- Evidence of involvement in regional and/or national networks supporting the development of employability and/or enterprise in education.
- Ability to think strategically as well as provide advice and support on immediate operational issues.
- Evidence of an enterprising and continuous improvement mindset, always seeking opportunities to understand personal impact and improve practices.
- Able to work collaboratively across a range of teams and groups of stakeholders, taking the lead when necessary.
- Experience of influencing through compelling written and engaging oral communication skills
- Analytical and problem-solving skills with the ability to deliver accurate work to time, within periods of competing priorities and to high levels of customer satisfaction.

Desirable:

- Knowledge and experience of using CareerEDGE and/or EntreComp in an education setting and/or developing micro-credentials.
- Experience of working in a Higher Education environment.
- Knowledge and understanding of graduate employability and enterprise and the role they play in the regulation and perception of quality and performance in Higher Education.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Oral Communication

- Routinely explains more complicated non-routine matters/policies/procedures clearly by explaining technical/specialist terms commonly used in own area of work.
- Adapts the style of communication to the audience and ensures understanding.
- Interprets and communicates more complex, specialist or conceptual information clearly and persuasively, presenting compelling arguments to influence and/or negotiate satisfactory outcomes.

Written and electronic communication

- Routinely required to understand, use and interpret technical/specialist terms commonly in use in own area of work and explain complicated non-routine matters/policies/procedures clearly through a range of appropriate methods and with consideration to the audience.
- Conveys complicated matters simply, tailors delivery methods/media to suit the audience's needs and ensure understanding. Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.

Knowledge and Experience

- Applies a depth or breadth of experience and is able to demonstrate full working knowledge and proficiency in own area of expertise.
- Acts as a point of reference to others.
- Reflects on practice and engages in continuous professional development

Service Delivery

- Adapts services and systems to meet customers' needs and identifies ways of improving standards.
- Learns from complaints and takes action to resolve them.
- Collates feedback and views from customers and keeps up-to-date with market trends to inform service development and make changes.
- Actively promotes services

Teaching and Learning

- Makes changes to the content and delivery of inductions or other awareness /introductory sessions taking account of learner feedback and adapting methodology as required.
- Explores content and approach, designing and adapting style and method of delivery to suit learners' needs, taking into account feedback and learners' progress, to assist their learning and to deal with any misunderstandings.
- Undertakes the design and delivery of materials including the assessment and evaluation of learners' or is required to develop an ongoing learning or mentoring relationship with stakeholders outside the work team.

Decision Making Processes

- Independently makes decisions that may have impact on immediate team/work area and may endure for some time.
- Considers the wider impact of decisions and assesses outcomes.
- Works with others to make collaborative decisions that may be operational or strategic and impact immediate team or work area.

- Recommends and advises on available options for decisions that affect operational processes, taking into account any risks.

Analysis and Research

- Designs and uses data gathering and analytical methods appropriate for each investigation, questioning assumptions and existing knowledge.
- Recognises and accurately interprets patterns and trends.
- Understands when additional data is required and identifies appropriate sources. Reports findings to the wider community that identify key issues and is able to withstand challenge by relying on evidence gathered and processes used for analysis.

Date Completed:

November 2022