



Job Title	PG Career Officer
School/Department	Careers and Employability Service
Job Level	UNNC Scale A level 3
Job Family	Administrative, Professional, and Managerial
Contract Status	This post is available from August 2024 and will initially be offered on a fixed-term contract with the University of Nottingham Ningbo China for a period of up to three years and a probation of 6 months.
Location	University of Nottingham Ningbo China
Hours of Work	Regular working hours, Monday to Friday
Responsible to	Senior Manager, Outreach and Engagement

Purpose of role

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Planning & Organising</p> <ul style="list-style-type: none"> Increase the frequency and scale of networking events, career fairs, and industry-specific meetups to facilitate connections between PG students and potential employers: PG career fairs in autumn semester and PG employer presentations 	15%
2	<p>Customer/Service Support</p> <ul style="list-style-type: none"> Understand the needs and preference of the PG students and establish the strategical communication with the employers. Organize PG student-oriented career events that centralize resources across academic, career office and partners to provide high-qualified job opportunities. Conduct PG career advice which provided as the form of one-to-one advice or information sessions, helping them identify students' strengths, interests, and career goals, and assisting them in developing effective job search strategies 	25%
3	<p>Liaison</p> <ul style="list-style-type: none"> Dedicated to building and maintaining relationships with potential employers. He/she can work to establish partnerships with companies and organizations to create more internship and job opportunities for PG students. Assist faculty in finding company partners who can offer internships or placements that align with the credit-bearing programme. 	15%
4	<p>Continuous Improvement</p> <ul style="list-style-type: none"> Collaborate with internal and external stakeholders such as employers, alumni, senior students to provide latest industry trends and other application skills Collect and pass on employer and students' feedback and comments to contribute to the proposals for the improvement in current working methods and processes. 	15%

5	<p>Analysis & Reporting</p> <ul style="list-style-type: none"> ▪ Work with colleagues and vendor for the PG destination data collection, to analyse, and interpret data from employers' survey and careers annual report by using a range of techniques, sourcing additional related information where appropriate, and reporting on progress through briefings or formal reports to line manager. 	15%
7	<p>Other</p> <ul style="list-style-type: none"> ▪ Undertake other tasks and responsibilities as may reasonably be required, such as employer related projects ▪ Participate in training and staff development events as trainer or trainee as appropriate; ▪ Maintain appropriate professional development, expertise and awareness; 	15%



Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Proven negotiation and influencing skills in daily employer engagement work ▪ Excellent planning and organising skills in the career events ▪ Excellent written and oral communication skill for career reporting drafting ▪ Excellent presentation skills for programme launching and university introduction ▪ Proven change management and project management skills ▪ Initiative, resourcefulness, problem solving skills 	<ul style="list-style-type: none"> • Proven administrative skills in service delivery to diverse student population • Great people management skill to demonstrated ability to lead and motivate staff
Knowledge and experience	<ul style="list-style-type: none"> • At least 3-years working experience; • Experience of supporting complex projects/database; • Experience of developing and implementing comprehensive marketing and communications plan; • Experience of engaging with a wide range of stakeholders; • Experience of successfully delivering careers information, education, advice and guidance in overseas Higher Education or other appropriate substantial experience; • Experience of teaching in and contributing to successful career; development programmes; 	<ul style="list-style-type: none"> • Working experience in learning & development, head hunting, marketing or other project management related positions.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Master degree, plus significant hands-on experience in relationship management roles ▪ Proven track record of relevant extensive work experience, demonstrating deep, specialised and or broad knowledge of a field of work gained through experience in a series of progressively more complex roles 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Awareness of data protection legislation, health and safety and equality and diversity; 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

