

Position / Job Title:	Head of Employability and Skills
Location/Building:	Any Bournemouth University Building
Faculty/Professional Service:	Student Services
Group/Section:	Employability and Skills Service
Normal hours per week:	37 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	9
Accountable to:	Director of Student Services
Responsible for or supervises:	Employability and skills Team
We are committed to providing a safe environment for all students and staff. This position is required to undertake regulated activity and therefore is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and subject to a satisfactory (enhanced) DBS Disclosure and the requirements of our Safeguarding Policy.	

At Bournemouth University, our belief is that every student possesses the potential for a fulfilling and successful learning and career journey. Our Employability and Skills team are dedicated to empowering individuals to navigate the professional landscape with confidence and purpose. Our mission is to provide individually tailored information, advice and guidance that helps our clients explore their unique strengths, set ambitious career goals, and achieve sustainable success. With a commitment to excellence, integrity, and a deep understanding of the ever-evolving graduate job market, we strive to be catalysts for positive change in the lives of those who choose to study with us.

Job Purpose

- The Head of Employability and Skills provides leadership in all dimensions of Bournemouth University's Student employability and skills activity. This includes the strategic development and delivery of the University's employability strategy and support activities.
- The role has lead responsibility for careers information, education, advice and guidance, students' graduate attributes and higher-level skills, a personalised approach to identifying students' skills and abilities, opportunities to develop these enabling students to make informed career choices that lead to graduate level roles or further study.
- The postholder will provide authoritative expert advice and guidance to the senior University team on matters relating to careers, placements and employability (including compliance requirements) and to proactively engage in external developments on behalf of BU.

Main Responsibilities

1. Working with the Head of Student Services, to develop and deliver the strategic direction of the Employability and Skills Service in order to provide an integrated service that supports the aims of the University's Strategic Plan as detailed in BU2035.

2. As a member of the Student Services Executive Team, playing a key role in the strategic development of the Service (including delivery planning and monitoring), providing proactive and professional leadership and ensuring that core service priorities are met, budgets adhered to and any agreed savings are delivered. At all times adhering to university financial regulations and controls.
3. Leading the development of strategic and related Business Plans and ensure effective delivery of agreed outcomes against plans.
4. Identifying appropriate Performance Indicators (PIs) and service benchmarks for the Careers and Employment team, and to ensure that effective systems are in place for monitoring and reporting on these.
5. Providing authoritative expert advice and guidance at the highest level and across the University on national developments relating to careers and employability, analysing these and advising on implications.
6. Taking overall responsibility for BU compliance with external regulations in respect of both careers and placements and engaging in external developments in the careers and employability sector on behalf of BU.
7. Playing a key lead role in the corporate agenda related to employability and skills across the University. This will include working closely with Faculties, Doctoral College and across professional services to develop cross BU service processes, standards and procedures for placements and careers education and support regardless of location of delivery.
8. Providing strong management, leadership and on-going development to all staff within the Employability and Skills Service, leading staff through periods of change and motivating and supporting staff through transition.
9. Offering opportunities for staff working across BU in related activities to network and share best practice; establishing and developing a network of professional practice and expert knowledge sharing for all those involved in student careers and employability.
10. Developing relationships at a senior level with key external stakeholders (e.g. major employers, employers' organisations etc) to identify and exploit careers, placement and employability opportunities for BU students.
11. Extend the potential for income generation from both commercial and other users in order to enhance service quality. Secure external sponsorship and funding for initiatives and projects in the area of graduate employability.
12. Manage the research, development, dissemination and maintenance of specialist employability materials for specific groups of students through a range of media and harness good practice and current developments to ensure the experience of students is relevant and of the highest quality.
13. Having strategic oversight of an appropriate programme of extra-curricular activities which enhance student's employability skills across BU and partner organisations. Ensuring that these are effectively monitored and recorded, eg through student development programmes and similar initiatives.
14. Deputise for the Head of of Student Services as required, chairing and attending internal and external meetings and committees, leading cross university projects, performing delegated duties and representing the interests of the Service and University.
15. Participating in the Student Services Executive out of hours rota to support the Welfare Duty Officer system.
16. Undertaking any other related duties as may be required by the Head of Student Services.
- 17.

Organisation Chart

TBC

Contacts Internal and external, including level

Internal: Head of Student Services, Student Services Executive Team, Professional Services staff at all levels, academic staff in Schools at all levels, members of the University Leadership and Executive Teams, SUBU

External: BIS, HEFCE, employers, placement providers, employer organisations and professional bodies (e.g. Institute of Directors), extra-curricular organisations (e.g. Duke of Edinburgh Award Scheme), careers and employability professional bodies (e.g. AGCAS), Heads of Careers and Employability in other HEIs

Challenges

This is a time of major change for BU and employability and professional practice is key to the University's strategic plans. The post holder will need to provide strong leadership not only to staff in the Careers and Employability service, but also to staff across the university who are delivering activities aligned to careers and employability (e.g. placement support) to ensure the provision of an aligned and joined up service to agreed and consistent standards. As an externally facing role the post holder also needs excellent interpersonal skills to develop and exploit key relationships within and outside the HE sector.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

September 2025



Person Specification

Position / Job Title: Head of Employability and Skills	Position No:
Faculty / Service: Student Services	Date: April 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Degree or equivalent intellectual capacity	E
Postgraduate qualification in a relevant professional or managerial field	D
In-depth understanding and authoritative expertise in careers and employability issues in the Higher Education (HE) sector	E
Substantial relevant experience at a senior level of working in the field of careers and employability	E
Proven track record of successful management and leadership of multi-functional and devolved teams in complex business areas	E
Extensive staff management experience including leading staff teams and change initiatives with those not under direct line management	E
Extensive experience in the coordination of complex projects at institutional level involving a variety of stakeholders at all levels	E
Previous experience of engagement in national, sector-wide developments and/or initiatives	D
Excellent understanding of the lifecycle of the student journey and the role of the Careers and Employability Service plays within that journey	E
Experience of managing departmental budgets and working within agreed financial regulations	E
Experience of developing departmental plans including setting and monitoring against appropriate performance indicators	E
Knowledge and understanding of the HE policy landscape	E
Skills	
Excellent interpersonal skills required to change and influence a wide range of colleagues/stakeholders	E
Ability to interact effectively with a range of stakeholders including staff at all levels and a wide range of external partners	E
Able to manage a complex workload and effectively prioritise to meet deadlines	E
High levels of literacy and numeracy	E
Excellent problem solving skills and the ability to translate ideas into implementation plans	E
Effective project and change management skills	E
Effective influencing, conflict resolution and negotiation skills	E
Highly developed analytical skills with ability to evaluate complex issues and provide appropriate solutions in the context of Student Services	E
Excellent performance management skills	E
Excellent IT skills <u>with ability to optimise business operations in the current digital environment, and realise future digital potential</u>	E
Attributes	
Values diversity and difference, operates with integrity and openness, and encourages collegiality through an engaging leadership style	E
Ability to lead teams and contribute effectively as a team player	E
Ability to work proactively and independently with excellent time management and prioritisation skills	E
Ability to work flexibly under pressure	E
Highly motivated with proactive approach	E

Commitment to Service Excellence	E
----------------------------------	---