

Post Details		Last Updated:	
Faculty/Administrative/Service Department:	SEPnet – South East Physics Network This post could be based at any of the SEPnet member universities: Hertfordshire, Kent, Open University, Portsmouth, Queen Mary University London, Royal Holloway University London, Southampton, Surrey, Sussex		
Job Title:	SEPnet Employer Liaison Director		
Job Family & Job Level	Professional Services	Level 5	
Responsible to:	SEPnet Executive Director		
Responsible for:	Operational management of the Employer Engagement team.		
Job Purpose Statement			
<p>To actively engage with industry to develop closer links between physical science departments in the South East Physics Network and national and regional employers of Physics graduates (both undergraduate and post graduate) and graduates of closely related disciplines, with the aim of increasing their employability, facilitating knowledge exchange and sustaining Physics as a strategically important subject for the UK economy and its science base in the South East Region of England.</p> <p>To lead the team of SEPnet Employability Advisors responsible for the delivery of the collaborative regional Employer Engagement programme of the South East Physics Network under the guidance of the Executive Director and Chair of SEPnet.</p> <p>To manage the annual SEPnet summer placement scheme and the SEPnet Employer Advisory Group, and to continue to develop links with appropriate national and regional bodies including the IOP and WRIPA.</p>			
<u>Problem Solving, Accountability and Dimensions of the role</u>			
<p>The post holder will work with minimum day-to-day supervision in the organisation and delivery of work objectives and is expected to exercise considerable personal initiative to identify opportunities in employability activity.</p> <p>The post holder is expected to apply their knowledge and experience in employment practices and careers support in relation to increasing the employability of Physics graduates and graduates of closely related disciplines, e.g. Mathematics. Resolution for these issues will usually be found through their previous experience of similar problems or through making reference to SEPnet, departmental policies and procedures and applying them. The post holder is required to apply networking, research and analytical skills, for example in sourcing employers that offer work placements to Physics students, and to make this information available to students.</p> <p>The post holder is expected to suggest improvements to increasing the employability of Physics graduates and to advise the SEPnet Executive Director where there are specific issues which need to be addressed. It is the post holder's responsibility to source and allocate undergraduate and postgraduate placements, and to gather feedback from students and employers on the successfulness of the placements in order to make improvements for subsequent cohorts. They are expected to take a pro-active approach to identifying ways to address these and to implement them, under the guidance of the Executive Director and/or their formal line manager where appropriate.</p> <p>The post holder is expected to engage with employers across the South East Region to facilitate Knowledge Exchange between employers and physical science departments as part of the broader Employer Engagement programme within SEPnet to disseminate research impact through commercial channels and as a means of promoting collaborative research between employers and Physics departments. The post holder will lead the Employer Engagement team in the region to establish stronger and more sustainable engagement at the local level.</p> <p>Representing the physical science departments in the SEPnet consortium, the post holder is required to take a proactive approach and to possess a confident communication style as they are responsible for reaching out to the employer community to improve employment prospects for physics graduates and research opportunities in the region. This requires a high level of public speaking and presentation capabilities, as well as knowledge of employment practices and careers support. They are also responsible for highlighting opportunities for studentship funding with academic staff within the SEPnet partnership and developing links with other UK networks of physics departments (e.g. WRIPA) to promote common objectives and share best practice. High levels of communication skills are required in communicating employer engagement proposals and knowledge exchange opportunities across all levels within the consortium. Success in this role is therefore heavily dependent on building strong and successful</p>			

relationships across the consortium.

Working with a high degree of independent professional autonomy, as part of the Collaboration Board, the post holder is expected to determine how best to achieve the operational and delivery aims of the role, and influence the Collaboration Board in setting the SEPnet strategy. The post holder is likely to face situations with intangible and unstructured aspects, where the post holder will need to define the problem/issue before an immediate solution can be found. The post holder is therefore expected to apply analytical, interpretive and constructive thinking. Where issues/problems are of a more complex nature and fall outside the scope of the post holder's experience and policy, guidance should be sought from the Executive Director and/or SEPnet Collaboration Board.

The post holder will be responsible for the operational delivery of the Employer Engagement programme within the consortium. Although the post holder does not have any direct reports, they will be required to use their influencing and communication skills across a large number of individuals to achieve their objectives. The post holder will therefore be expected to have the skills required to manage a diverse and dispersed team.

The post holder is responsible for managing a budget to include travel expenses, event organisation, allocation of SEPnet placement bursaries, promotional materials and any related costs to employer engagement as well as monitoring Employability spending across partners.

Background Information/Relationships

The post holder is required to establish good working relationships with the key stakeholders in SEPnet including Heads of Department, Pro-Vice Chancellors, Careers Service Heads and advisors and those engaged in employer relations activities.

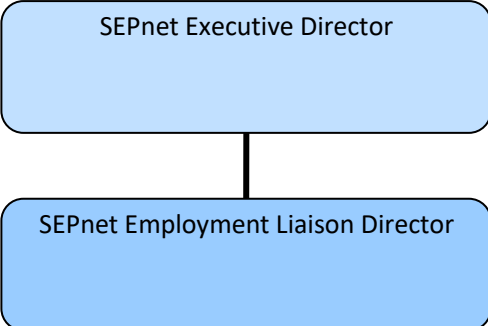
The post holder will have frequent contact and influence with the SEPnet Chair, Collaboration Board members and the regional Employer Engagement team.

The post holder will establish good working relations and strong linkages with employers and external organisations (e.g. Institute of Physics) as well as with equivalent role holders in other UK University Physics networks (e.g. WRIPA). They will establish relationships with key individuals as well as the organisations themselves.

The post holder is expected to maintain awareness and support for other activities occurring in SEPnet.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	Essential/ Desirable	
Degree, HND, NVQ 4 qualified in a relevant specialist subject, plus several years relevant experience OR Significant vocational experience, demonstrating development through the acquisition of appropriate specialist knowledge and involvement in a series of progressively more demanding/relevant work/roles.	E	
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	Essential/ Desirable	Level 1-3
Previous experience of reporting to high level committees.	E	3
Thorough knowledge and understanding of the work practices, processes and procedures relevant to the role e.g. public speaking, attending meetings, producing high level reports, managing bursary scheme, event organisation, employment practices.	E	3
Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others.	E	3
Comprehensive knowledge of relevant software packages, e.g. Microsoft Office, customer relations management systems (CRM), web management (html).	E	3
Experience of the Higher Education sector.	D	n/a
Working knowledge of the work and activities of other areas of the University.	D	n/a

Special Requirements:	Essential/ Desirable	Level 1-3
Flexibility on occasion to work outside of normal office hours, where required. Some occasional travel and overnight stays may be required.	E	n/a
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication Adaptability / Flexibility Customer/Client service and support Planning and Organising Teamwork Continuous Improvement Problem Solving and Decision Making Skills Leadership / Management Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills Strategic Thinking	3 3 3 3 3 2 3 3 2 3 2	
Organisational Information		
<p>All staff are expected to:</p> <p>Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.</p> <p>Help maintain a safe working environment by:</p> <ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the University of Surrey Health and Safety Policy. • Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. • Undertake such other duties within the scope of the post as may be requested by your Manager. 		
 <pre> graph TD A[SEPnet Executive Director] --- B[SEPnet Employment Liaison Director] </pre>		
Key Responsibilities		
<p>This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.</p> <ol style="list-style-type: none"> 1. To deliver and continue to develop the Employer Engagement strategy for SEPnet which will improve the employability of Physics graduates and graduates of similar disciplines. 2. To coordinate and continue to develop the activities of a team of Employability Advisors to ensure delivery of a cohesive Employability programme across the Network in line with SEPnet's strategy and objectives. 3. To liaise with key staff in SEPnet physical science departments, internal and external contacts, including professional and employer bodies, to ensure co-operation. 4. To actively engage with industry to develop closer links between physical science departments in the South East Physics Network and employers of Physics graduates (both undergraduate and postgraduate). To develop and implement distinctive strategies for addressing/working with SMEs and multinational businesses. 5. To gain valuable insights into what employers look for in Physics graduates, what is distinctive about what they have to offer, in order to share findings with the Physics departments involved in the Network and find 		

opportunities for Physics students to gain industry experience during their course and to maintain a database of such opportunities.

6. To work with the Careers Advisers of SEPnet partners, IOP and other stakeholders to ensure that students are aware of the opportunities available to them with their degree.
7. To work with the Director of Outreach and Public Engagement to build a picture of what is possible with a Physics degree, in order to promote the subject to schools and colleges.
8. To manage the undergraduate and postgraduate student summer placement scheme
9. To seek opportunities for meaningful summer placements for Physics undergraduate and postgraduate research students and assist in assigning students to these posts.
10. To facilitate knowledge exchange opportunities and collaboration between SEPnet partners and employers.
11. To organise and host events and conduct presentations.
12. To work with the GRADnet Manager to develop opportunities for employer input into the professional development programme for postgraduate research students, with employability at its core.

N.B. The above list is not exhaustive.