

Post Details		Last Updated: 15/11/2021	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences		
Job Title	Physics Employability and Skills Adviser		
Job Family	Professional Services	Job Level	4
Responsible to	Director of Employability (Physics)		
Responsible for (Staff)	None		
<b>Job Purpose Statement</b>			
<p>The post holder will provide leadership to support employability skills development in the Physics Department for undergraduate and postgraduate (taught and research) students. The role requires a good understanding of the careers and employability agenda in order:</p> <ul style="list-style-type: none"> <li>• to build relationships with local employers and local employer bodies;</li> <li>• to find and promote placements (summer, year-long and postgraduate) and to support students applying for them;</li> <li>• to facilitate knowledge exchange opportunities and set-up employer events to enrich the employability skills focus of the Department.</li> </ul> <p>The post-holder will be responsible for monitoring and developing strategies for the Department to maximise physics employability data. The post holder will report directly to the Director of Employability in Physics HoD and will work in conjunction with SEPnet at eight partner Universities across the region. The post will contribute to enriching the student experience by offering opportunities for employer engagement, enhancing employability skills, and ultimately improving employment destination rates.</p>			
<b>Key Responsibilities</b> 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)			
<ol style="list-style-type: none"> <li>1. Placements: Find and promote opportunities for work and study placements, including: BSc Professional Training Year (PTY), summer (especially those offered through SEPnet), MPhys Research Year, MSc, and PhD (in collaboration with the University's Professional Training team).</li> <li>2. Student Support: Advise and coach students on CV preparation, job applications, and interview techniques (in co-ordination with the Director of Employability and the University's Careers Service).</li> <li>3. Employer Events: Design, develop and manage a programme of employer engagement activities, such as employer and alumni talks, site visits, skills workshops and mentoring, managing the whole process from initial idea to delivery within the Department or with the Researcher Development team (RD).</li> <li>4. Relationship management: Develop and manage relationships with employers, academics and other stakeholders on placement provision and delivery, training opportunities, permanent job roles, and knowledge transfer.</li> <li>5. Knowledge exchange: Seek out and respond to opportunities for collaborative research and consultancy between academics and employers, including SMEs.</li> <li>6. Programme Analysis: Undertake analysis of student engagement within current employability activities in order to monitor the programme effectiveness.</li> <li>7. Funding: Secure and manage additional funding to finance student placements and exchanges and manage the Department's employability budget.</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></p>			

**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

**Help maintain a safe working environment by:**

- 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.

**Elements of the Role**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

**Planning and Organising**

- Planning and organising are a key feature of the role, with timescales varying from short to medium term (1-6 months) and occasionally long term (6-12 months), e.g. summer placement programme, and larger employer events.
- Some direction will be given by the Director of Employability, but there is significant freedom to decide how to carry out tasks within an overall specification.
- The post holder will organise ad hoc projects, e.g. tracking alumni destinations as part of managing the employability data for the department or surveying employers about their needs.
- Examples of the organisation of employer events include workshops, panels, jobs fairs, and site visits.
- In the medium-term, the post holder could plan and organise improvements to the processes for supporting students seeking placements and employer engagement.

**Problem Solving and Decision Making**

- The post holder is expected to apply their specialist knowledge and experience in employment practices and careers advisory processes to increase the employability of Physics students and graduates
- The post holder will provide advice and solutions to routine day-to-day problems encountered by students in preparing applications for placements.
- Resolution of issues will usually be found through referring to their previous experience of similar problems or by consulting departmental policies and procedures.
- The post holder is required to apply both research and analytical skills, for example in sourcing employers that offer work placements to Physics students, and to build lines of communication to make this information available to students.
- The post holder is to use initiative and judgement to address and resolve intermediate problems and issues, such as when making practical arrangements for events at the University or when addressing conflicts and queries from employers and students.

**Continuous Improvement**

- The post holder will be expected to use their expertise to identify and make recommendations for improvements to the "employability culture" within the Department.
- They might also suggest improvements to processes established by the Director of Employability, the University's Professional Training team, and the Careers Service.

**Accountability**

- The post holder works with minimum day-to-day supervision in the organisation and delivery of work objectives.
- The post holder is expected to exercise considerable personal initiative to identify opportunities in employability activity.
- The post holder is responsible for managing a budget to include travel expenses, event organisation, allocation of SEPnet bursaries, and any costs related to employer engagement.
- The post holder is responsible for securing and managing any additional funding in order to finance student placements.

- 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 promote the subject of employability for physics graduates. A high level of oral communication and presentation skills, as well as knowledge of employment practices and careers advisory processes, is required.

### **Dimensions of the role**

- The job remit covers both undergraduate and postgraduate students plus post-doctoral staff where an event or employer opportunity is relevant to them, e.g. employer and recruitment agency talks to PGRs/post-docs.
- Responsible for managing a budget to include travel expenses, event organisation, allocation of SEPnet bursaries and any related costs to employer engagement.
- Will take a leadership role in ensuring the smooth delivery of employability and professional training activities in the department.

### **Supplementary Information**

- The post holder will directly offer employability training sessions, such as CV workshops, to undergraduates and postgraduates.
- The role has a direct impact on employability of Surrey students and will contribute to the student experience within the department and wider across the Faculty.

**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**

Degree, HND, NVQ 4 qualified or equivalent in relevant subject plus a number of years of experience in related roles

E

**OR**

Significant vocational experience, demonstrating development through progressively more demanding roles and acquiring appropriate professional knowledge

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 Matching Guidance).

**Essential/  
Desirable**

**Level  
1-3**

Experience of employer engagement in universities, e.g. student placement programmes, skills development, and knowledge exchange

E

3

Knowledge of employability and placement recruitment practices for HE students, including knowledge of business needs

E

3

Experience in offering instruction, advice and support to persons seeking employment

E

3

Experience of managing events and projects

E

2

Good IT skills in word processing, spreadsheets, and data bases.

E

2

Awareness of equality and diversity issues and implications for placements

D

N/A

Experience in recruitment

D

N/A

Past employment in the Higher Education sector

D

N/A

### **Special Requirements:**

**Essential/  
Desirable**

Willingness to travel occasionally

E

**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	3
Adaptability / Flexibility	3
Customer/Client service and support	3
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision Making Skills	3
Managing and Developing Performance	2
Creative and Analytical Thinking	3
Influencing, Persuasion and Negotiation Skills	3
Strategic Thinking & Leadership	2

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

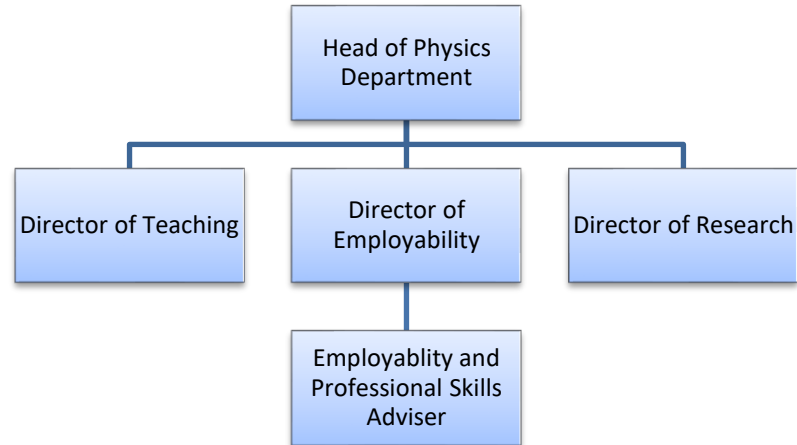
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

### Organisational/Departmental Information & Key Relationships

**Background Information** *You should include a short statement on the background of the Faculty and/or the department in which the post holder will be operating. You may also wish to include any other useful information to an applicant e.g. why the project exists, what the strategy of the department is etc.*

The Department of Physics offers BSc degrees with the option of a one-year work placement (Professional Training Year), a one-year international student exchange, or a year of combined work and international study. The Department offers four-year integrated master's degrees that includes a compulsory Research Year. The Department is a member of the South East Physics Network (SEPnet), which has a vibrant summer placement programme. The Professional Training programme is co-ordinated centrally by a University team that is part of the Careers Service.

## Department Structure Chart



## Relationships

### Internal

- Director Employability (Physics)
- Head of Department of Physics
- MPhys Research Year Co-Ordinator
- Physics Department Academic Staff
- International Student Exchange Co-ordinator (Physics)
- Head of Researcher Development and RDP team
- Physics undergraduates, postgraduates (research and taught), post-doc staff
- University's Professional Training Team and Careers Service

### External

- SEPnet Directors - Employer Liaison Director, GRADnet Directors, Outreach Director, Diversity Director
- Employer Engagement Officers at other SEPnet partner universities
- Employers (national and regional)
- Employer bodies representing different sectors e.g. SPIN
- Institute of Physics Careers Department
- Recruitment agencies
- Recruitment intermediaries (Gradcracker, Prospects, etc.)