

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Talent Development Officer

## **College/Department**

Business Engagement and Employability

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0448-24

## **Salary**

£31,814 to £35,750 per annum (for exceptional performers, there is scope for further progression up to £41,113 per annum).

## **Reports To**

Employer and Community Engagement Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Talent Development Officer will develop and maintain relationships with external stakeholders, to increase opportunities, skills and knowledge of students and graduates, to enable increased graduate outcomes.

The post holder will advise employers, charities and other recruiting organisations about developing, attracting and recruiting talent (students and graduates) using their understanding of the local and national labour market. The post holder will work across teams to build and develop successful relationships.

## **Principal Accountabilities**

1. Be the first point of contact for the Careers and Employment Service, handling recruitment queries from external stakeholders.
2. Work with Employer and Community Engagement Manager to implement the Employer Engagement Operational Priorities Plan.
3. Source new volunteering, internship, year placement and graduate opportunities with existing employers. Develop new relationships with external stakeholders to increase opportunities for students and graduates.
4. Support the Graduate Transitions Manager to identify opportunities to increase the number of employers recruiting talent from the University.
5. Work with the College Careers Partners and Careers Coaches to foster close working relationships with Colleges, Schools and disciplines, supporting them with the career development of current students and recent graduates.
6. Collate and disseminate Labour Market Intelligence, employer demand for skills and up to date recruitment practices to academics and the wider university.
7. Contribute to the employability of students, postgraduates and graduates by supporting the delivery of College based employer led skills sessions and centrally delivered careers education/transferable skills training.
8. Assist in attracting and engaging local SMEs through activities such as: direct calls and site visits, organisation of webinars, workshops and events, attendance at industry focused external conferences and events.
9. Be a key contact for employer and community organisation enquiries regarding student and graduate skills development and employment.
10. Contribute to the development of strategic relationships, including those between external organisations, academic schools and Research support services at the University.
11. Maintain employer records on CareerHub, collate information and data, report on activities and forecast opportunities, for the management of external relationships.
12. Promote opportunities to attract external stakeholders attending Careers related events, such as Careers Fairs, panel sessions and alumni events.
13. Organise and promote a range of employer events, activities and networking opportunities on campus and online, including social media, working across the team to complement employability events and curriculum engagement.
14. Contribute to the continual enhancement of evidence informed services leading to the statutory Graduate Outcomes Survey, and provision of Labour Market Intelligence.
15. Develop and provide advice on a knowledge base that reflects the needs of clients within a specific caseload including work with professional bodies such as the Institute of Student Employers (ISE) and other employer-specific organisations.
16. Work as part of a professional consultancy team supporting each other to achieve aims set out in the university’s employability agenda; promote a culture of excellent customer service and support a high-performance culture within the team.
17. Comply with University policy and requirements of the operating environment including University Health & Safety requirements and ensuring that confidentiality of information is maintained in line with data protection and University policy.
18. Undertake such other duties as may be required by the service, commensurate with the level of responsibility of the role in support of enhancing the student experience.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* To be educated to a minimum of Undergraduate degree level and/or have a relevant professional qualification and equivalent extensive experience in the area of business/talent development.

#### **Experience**

* Proven experience in achieving targets.
* Demonstrable experience in a graduate recruitment/training related role.
* Experience of consulting with external stakeholders.
* Demonstrable experience of meeting operational requirements, with excellent planning and organisational skills.
* Experience of working in a customer-focused environment and delivering exceptional customer service.

#### **Skil****ls, knowledge & abilities**

* Current labour market trends and higher education.
* A constructive team player demonstrating an ability to work collaboratively.
* Excellent communication skills (written and verbal), demonstrate empathy, able to present information clearly and explain complex issues to a range of audiences with varying levels of understanding.
* Excellent analytical, creative and pragmatic problem-solving skills.
* Ability to work collaboratively across organisational boundaries, with the capacity to be a constructive team player.
* Ability to generate new ideas and support change management.
* Excellent team building and decision-making skills.
* Demonstrates knowledge and understanding of how technology can support and enhance service delivery.
* Up-to-date knowledge of using social media in a professional environment
* An enthusiasm for, and commitment to, enhancing the student and employer experience.
* Demonstrable personal and professional commitment to the University’s strategy, vision and values.

#### **Business requirements**

* Flexible working
* Occasional after hours working for example events/open days
* Occasional travel between sites

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).