

Deputy Head of Careers and Enterprise at Queen Mary University of London, maternity cover

Thank you for your interest in the position of Deputy Head (maternity cover) at **The Careers Group – Queen Mary University of London**. This pack contains all the information you will need to apply, apart from the job description that is attached to the job advertisement as a separate document.

If you find any information missing or have any queries about applying, please contact the UoL Recruitment Team on ulrecruit@london.ac.uk.

For more information on our activities, you may wish to visit our website <https://london.ac.uk/the-careers-group>, or the Queen Mary Careers and Enterprise site <https://www.qmul.ac.uk/careers/>.

If you would like to have an informal chat about this Deputy Head (maternity cover) position please contact Abi Gaston, Joint Acting Head of Careers and Enterprise by email at a.gaston@qmul.ac.uk.

The salary range for this role is AMP level 9, points 44-46, currently £54, 669 - £57, 765 per annum, inclusive of London Weighting. Appointments are normally made at the bottom of the pay scale unless you have relevant experience and qualifications. Financial support to obtain the required qualification is part of the package for successful candidates in this category.

This pack contains:

- An overview of The Careers Group
- An overview of Queen Mary, University of London and the Careers and Enterprise team
- The role of the Deputy Head (maternity cover)
- Additional information

To apply for this position, please visit www.london.ac.uk/jobs and submit your application online. The deadline for applications is at **23.59 on Sunday 1st August**.

We regret that we will be unable to consider late applications. If you are experiencing technical issues when applying, do reach out to the University of London Recruitment Team on ulrecruit@london.ac.uk who will be able to assist you.

Interviews and assessment activities will take place weeks commencing 9th and 16th August 2021. Panel interview and assessment activities are planned to take place virtually through a series of online meetings. Please make sure you are available to attend.

Please note that it is rarely possible for us to contact candidates who are not shortlisted, which means that feedback is not usually available at the shortlisting stage of the selection process. Should you wish to receive feedback after your interviews, please contact the University of London Recruitment Team on ulrecruit@london.ac.uk who will be able to send this to you.

The University of London is an equal opportunities employer, and The Careers Group is strongly committed to creating and promoting a diverse and inclusive community of colleagues who champion equality and anti-discrimination. We welcome applications from colleagues committed to helping us achieve and sustain that.



We look forward to receiving your application.

An overview of The Careers Group

The Careers Group, University of London was established over 100 years ago and is the largest network of higher education careers services in Europe. Its mission is as follows:

Our Group exists to make each of our member services the best that it can be strategically and operationally in the context of its institution and to ensure that each service is demonstrably better as a member of the group than it would be if it were not.

As a collective, our Group will be highly visible as thought and practice leaders in higher education careers and employability nationally and globally. In turn, the leading edge thinking and practice will enhance delivery in member services and bring reputational benefits to the University of London centrally and to member institutions.

The Careers Group, University of London is an expertise-led, collaborative membership organisation, set up to serve predominantly, but not exclusively, the member institutions of the University of London. The Group comprises the careers services of City University London, The Courtauld Institute of Art, Goldsmiths University of London, King's College London, the London School of Hygiene & Tropical Medicine, Queen Mary University of London, the Royal Veterinary College, SOAS University of London, St George's Medical School, St Mary's University, University of London and UCL. There is additional provision for the School of Advanced Study, the Institute of Cancer Research, technē, the Royal Central School of Speech and Drama and London Arts & Humanities Partnership. All the institutional services are closely aligned to the learning and teaching, student experience, employability and enterprise strategies of the institutions that they serve. The group has over 250 staff and serves a population well in excess of 150,000 students, researchers and graduates.

The Group HQ is at Senate House and contains the Director's office and a small central team which supports the institutional services by coordinating recruitment and resourcing, providing training and professional development, supporting research and evidence-based practice, overseeing the creation and curation of shared resources, and undertaking special projects on behalf of member services and the Group as a whole. Senate House is also the base for the Head of College Careers Services for the smaller specialist institutes of the university.

In October 2020, The Careers Group began implementation of a new action plan for Equality and Diversity, shaped by external expertise in social justice and anti-racism, and led by the new Director of The Careers Group, Dr Kate Daubney. This plan takes both a collective and individual approach to reviewing learning and practice in equality and diversity, striving to improve our understanding of the differences in and the impacts of lived experience, both across our staff community and among our students and other partners. We are seeking to address structural inequality and obstacles to progression in our organisation through a range of actions including: establishing an internal Advisory Panel of staff to inform the Group's strategic priorities; reviewing our manager progression processes, experiences and data; and embedding approaches to building and maintaining safe spaces for all.

The University of London created a new academic strategy during 2020, which includes the establishment of a new Centre of Excellence for Careers and Employability, which will be one of five new Centres of Excellence in the University. The establishment of the new Centre of Excellence for Careers and Employability will initiate a period of review and reflection for The Careers Group, both senior leadership and colleagues in all member services, to determine how best to use the concept of the Centre and the community of staff to enable services to meet and respond to the swiftly changing landscapes of higher education and work. Part of this review includes developing new approaches to enable The Careers Group, through the senior leadership and staff, to demonstrate our commitment to creating a safe space for all staff and to celebrating and promoting equality and diversity, through our culture, processes and community across all member services.

An overview of Queen Mary, University of London and the Careers and Enterprise Team

Queen Mary University of London is one of the UK's leading research universities, committed to improving social justice and achieving the previously unthinkable. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history. Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented. Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research. The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential

Unlike many other Russell Group universities, we attract a very diverse student population. Of our 25,000+ students, over 30 per cent are from non-EU overseas countries, and 9 per cent are from the EU. Our international students are drawn from over 160 countries. 90 per cent of our home students are from state schools, 59 per cent are Black Asian Minority Ethnic, 42 per cent are the first in their families to go into higher education and over 30 per cent are from households where the household income, as assessed by Student Finance England, is less than £15,000. We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. 37 per cent of our students commute to our campuses daily. Our staff body is also diverse and is drawn from over 162 countries. Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

The Careers and Enterprise Team's mission is to enable all Queen Mary undergraduates and postgraduates to build their employability during their period of study. Services are also provided for two years after graduation. The team consists of 35fte staff and is friendly, innovative and student-centred. It is structured into 5 teams.

- Advice, guidance and teaching – working directly with academic schools to provide bespoke careers support to students and graduates from their School
- Employer engagement - connecting students with recruiters via vacancies, events, temp work and sector tasters
- Programmes and Placements - providing opportunities for students to gain work experience and build networks via internships, student consultancy and mentoring
- Enterprise –supporting students starting or growing a business and seeking to develop their entrepreneurial skills
- Content and Operations – providing front line services to students, creating web, social media and marketing content and providing labour market information to students

Queen Mary has 'Excellence in Employability' as one of the four pillars of Education and Student Experience Excellence and so the team is front and centre of the work to support students at the institution.

The role of the Deputy Head at Queen Mary

The full range of activities and responsibilities of Deputy Heads in The Careers Group is outlined in the role specification. The main focus of the role at Queen Mary is outlined below.

Leadership and operational management of Advice, Guidance and Teaching Team

- lead and operationally manage the team of 15FTE, making sure all systems and processes are in place so that the team can deliver high quality services to students in academic schools, track and demonstrate impact
- provide a nurturing and safe space for staff to grow, experiment and support one another
- facilitate practice sharing to maximise the innovation and efficiency within the team
- line manage and develop the Careers Consultant Team Managers who manage the staff delivering services to Schools, providing leadership on decisions and change affecting staff within the team
- facilitate the updating and upskilling of the Advice, Guidance and Teaching team in areas such as labour market information, equality, diversity and inclusion practises and new technology, and ensure staff are equipped and supported to implement changes to their practice

Relationship and stakeholder management

- liaise with external and internal stakeholders, internal departments and academic schools on initiatives which support the employability of Queen Mary students and manage initiatives where appropriate
- promote the activities of Careers and Enterprise with internal and external stakeholders

Leadership and management

- Lead and manage new and existing Service-wide projects and initiatives, where relevant allocating team roles and overseeing project delivery and evaluation
- Contribute to the strategic leadership and management of the Service, working with the Head and other managers to provide strategic direction and develop the Service
- Deputise for the Head of Service, and represent the Service at management level meetings, to present on employability strategy and gain institutional buy-in for key Service objectives

Quality assurance and enhancement

- Contribute to the continuous quality improvement of the Service, working with the Head of Service and other members of the leadership team to evaluate performance and develop plans for improvement

Careers Education

- Provide training to students undertaking work experience and other employability enhancing activities
- Undertake one-to-one guidance where required

Additional Information

Positions

Deputy Head (maternity cover)

Location

Careers Consultants and Management staff are located at all colleges of The Careers Group, University of London. The Queen Mary Deputy Head (maternity cover) is at Queen Mary Careers and Enterprise, WG3, Queens Building, Mile End Campus, Mile End Road, London E1 4NS, United Kingdom.

Annual Leave

Annual leave is generous. In addition to the basic leave entitlement of 30 days plus public and bank holidays, there are several University days around Easter and Christmas (when the central University of closed) on which staff do not work. This always includes the time between Christmas and the New Year.

Flexible working

The University will give equal consideration, and will not unreasonably refuse, any request made to adapt working patterns and regimes to meet changes in personal and domestic circumstances. In addition, the University shall give reasonable consideration to any request made to vary normal working hours to meet an employee's religious or cultural needs or obligations.

Staff Development

The Careers Group takes professional development very seriously. The Careers Group has a dedicated Professional Development Unit offering a termly programme of relevant courses.

The University of London Organisational and Staff Development Unit also runs courses covering IT skills and professional skills such as time management and giving presentations.

University of London Employee Benefits

See more on this in the *UoL Employee Benefits* document that is attached to the job advertisement.