

**Note:** *This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.*

## **JOB DESCRIPTION**

**Job Title:** Business Engagement Projects Manager (2 years fixed term)

**Department:** Business Engagement Directorate

**Reports to:** Director of Business Engagement

**Grade:** NG6

### **Job Purpose:**

To develop, deliver and manage a new programme of activities to transform the employability outcomes of our students and graduates, as part of the Quintin Hogg Trust (QHT) funded 'Fit for the Future: Bringing the Outside In to Transform Employability Outcomes at Westminster' project.

To build new relationships with employers, business and industry to support the successful delivery of a programme of activities that better prepare our students and recent graduates for the workplace, to start their own business or develop a freelance career.

To support the development of a programme of activities in the virtual phase of a new Centre for Employability and Enterprise at 29 Marylebone Road.

### **Principal Accountabilities:**

1. Manage the development and delivery of a programme of employability-related activities as part of the new QHT funded project, including events and collaborative projects with external partners.
2. Grow the University's external networks by developing and delivering a new programme of events designed to attract business and external partners to work with the University and Westminster students.
3. Be an ambassador for the university, attending relevant external events to develop new and nurture existing relationships with businesses and employer partners, positioning the university at the centre of employer, business and industry networks.
4. Work collaboratively with academic and professional service colleagues to create new in-curricular and extra-curricular activities involving external partners that prepare our graduates more effectively for the workplace.

5. Establish, manage and monitor the delivery of new activities related to the QHT-funded project: social enterprise activities (projects with local social enterprises and a social enterprise accelerator); a cross-university pilot fund to test new approaches to working with employers to support employability, and collaborative projects and challenges with external partners.
6. Monitor and review the development, maintenance and dissemination of accurate and up-to-date data and reports for the QHT-funded Employability project
7. Work with the Director of Business Engagement and Head of Employability and Graduate Success to prepare and deliver reports and presentations to internal committees (including senior management) and to external bodies related to the QHT-funded Employability project.
8. Support the successful operation of the Programme Board for the QHT-funded Employability project, preparing project and programme updates as required.
9. Attend employability meetings, and relevant University-wide and College/School meetings, and represent the Business Engagement Directorate at meetings, as directed by the Director of Business Engagement.
10. Responsibility for financial management for events and activities within the QHT-funded Employability project.
11. Work with the University of Westminster Student Union (UWSU) and its societies to facilitate student co-creation of activities that involve employers, businesses and industry partners.
12. Undertake any other duties within their competence, as allocated by the Director of Business Engagement

## **Context of the post**

The Business Engagement Projects Manager will work in the University of Westminster's Business Engagement Directorate. The Business Engagement Directorate includes the short courses, student enterprise, apprenticeships and alumni relations teams. The Business Engagement Directorate is tasked with embedding business engagement across the university's operations, in the lead up to the opening of a new inclusive centre for enterprise and innovation at 29 Marylebone Road that will be highly visible "front door" for businesses to access services, training and student talent available through the University.

The vision for 29 Marylebone Road includes a rapid scaling of employer engagement activities to support the student experience and graduate employability. It will be a dedicated centre for employability and enterprise, where students from across the University can work with employers on projects within and outside of the curriculum. It will be home to activities including our award-winning Future Ready mentoring programme, Westminster Working Cultures and the Student Enterprise Centre. Alongside this, the centre will include high-quality spaces for employers, their employees and the wider community to access training, student talent and the university's expertise.

The postholder will develop, deliver and manage activities as part of the Quintin Hogg Trust (QHT) funded 'Fit for the Future: Bringing the Outside In to Transform Employability Outcomes at Westminster' project. The postholder will deliver new programme of activities to transform our engagement with employers, business and industry, creating a step-change in the employability skills and prospects of our students and recent graduates.

## **Dimensions**

There is no line management responsibility for this role.

The postholder will have budget responsibility for project funding from the Quintin Hogg Trust.

The postholder will work remotely initially. It is envisaged that the Business Engagement Directorate will offer in person and online activities from Autumn 2021 onwards. When activities start to be delivered in person, the postholder will be primarily based in the university's campus at Regent St. However, there will be a requirement for the postholder to work from the University's other central London and Harrow campuses and they will be required to travel regularly to these campuses. They will also be expected to travel to networking events and employer premises to develop new projects, secure paid work for students and deliver entrepreneurial opportunities.

In addition to the other teams within the Business Engagement Directorate, the postholder will work closely with the University's Careers and Employability Service (CES) which delivers Careers Education, Information and Guidance to students and graduates, as well as other university professional services and Colleges.

The University requires all post-holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

### **Key Relationships:**

- Business Engagement Directorate colleagues
- Deputy Vice-Chancellor (Global Engagement and Employability)
- Associate Heads of College (External Relations)
- University Marketing and Communications Team
- Careers and Employability Services Team
- Employability Directors in each of the academic Schools
- Director of the Social Enterprise Hub

## PERSON SPECIFICATION

	<b>Essential criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	Degree or equivalent relevant practical experience	Project management qualification or equivalent experience
<b>Training and Experience</b>	<p>Substantial and recent experience in a similar role within an academic institution or relevant business environment.</p> <p>Proven experience of capacity building in relation to employability, enterprise and recruiter/employer engagement.</p> <p>Experience of successfully managing and leading cross-organisational projects.</p> <p>Experience of successfully developing project strategies and/or objectives and formulating operational plans for implementation.</p> <p>Experience of building and maintaining effective relationships with senior leaders/managers to inform strategy and make operational improvements and achieve organisational objectives.</p> <p>Experience of successful business development and financial and budget management.</p> <p>Experience of project management and understanding good practice to successfully develop, track and deliver a number of projects simultaneously.</p> <p>Understanding and knowledge of higher education, curriculum and careers, graduate labour market trends and graduate opportunities.</p> <p>Competence in the use of relevant technology: Microsoft Office applications, web development and use of social media.</p> <p>Experience of developing and successfully delivering events involving multiple stakeholders.</p>	<p>Engagement with relevant sector networks e.g. Enterprise Educators UK, CASE, PraxisAuril</p> <p>Experience of training and development with groups</p>
<b>Aptitude and abilities</b>	<p>Excellent project management and leadership skills</p> <p>Able to demonstrate excellent oral and</p>	<p>Effective presentation techniques and the ability to facilitate group training</p>

	<p>written communication skills, including the production of reports</p> <p>Excellent interpersonal skills, and ability to establish good working relationships with both colleagues and students of the University and with a wide range of external agencies and employers.</p> <p>Excellent influencing and negotiating skills.</p>	
<b>Personal Attributes</b>	<p>Able to identify priorities in the face of competing demands and work on their own initiative as well as part of a team.</p> <p>Flexibility to adapt to an ever-changing environment.</p> <p>Have a pro-active approach to problem solving</p> <p>The confidence to exercise independent professional judgement when making decisions, having looked at a range of possible solutions.</p>	
<b>Other</b>	<p>Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.</p>	

### Other

Some out of hours work will be expected on occasion.