



**UNIVERSITY
OF LONDON**

**the
CareersGroup**
University of London

University
of London

Director of
The Careers Group

Introduction

The University of London is one of the oldest, largest and most diverse universities in the UK. Established by Royal Charter in 1836, the University is recognised globally as a world leader in Higher Education and has long pioneered change in the sector.

Since its foundation, the University of London has built a distinctive approach to learning, teaching and research, has provided high-quality and innovative services and has acquired an extensive portfolio of property located primarily in Bloomsbury including the magnificent Art Deco Senate House on Russell Square in the heart of Bloomsbury.

The University is a unique federation of 17 self-governing member institutions and nine other specialist research bodies.

Now is a time of opportunity and change for the University, a time where we will harness the strengths of our history, to define our future. A future that looks forward with optimism to our 200th anniversary.

Under the leadership of the Vice-Chancellor, Professor Wendy Thomson, we are re-articulating our mission, sharpening our vision and shaping a strategy that will re-define the modern university now, reimagining research and education for a diverse and complex world.

Our intention as part of this strategy will be to establish 'centres of excellence' to generate new knowledge and innovative practices, including within the field of careers and employability.



The Careers Group, University of London

The Careers Group is a unique organisation in UK Higher Education. In many ways, it reflects the mission and structure of the federal University of London.

The Group is a central academic body of the University, a distributed network of embedded campus careers services, with a set of central, shared services, a centre of excellence and thought leadership in its field and a sizeable not for profit, cost-sharing enterprise. This makes it a rich and complex organisation, which is reflective of but also helps to shape the environment of the University of London and, by extension and in different ways, the Member Institutions, whose careers services are members of the Group.



The Careers Group, University of London was established over 100 years ago. It exists to make each of its 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.

Centrally and collectively, the group is highly visible in thought and practice leadership in higher education careers and employability nationally and globally. In turn, the leading edge thinking and practice enhances delivery in member services and brings reputational benefits to the University of London centrally and to member institutions.

The Careers Group, University of London is an expertise-led, collaborative organisation serving the following member institutions of the University of London:

UCL; King's College London; Queen Mary University of London; Royal Holloway, University of London; City University London; Goldsmith's; SOAS; The London School of Hygiene and Tropical Medicine; the Royal Veterinary College; St. George's; the Courtauld Institute; the Institute of Cancer Research; the School of Advanced Study and University of London Worldwide. St. Mary's University, Twickenham is also a member of the group, though not a member institution of the University of London. 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 HQ is at Senate House and contains the Director's office, enabling functions such as HR, Finance and ICT/Digital and central shared services, such as vacancies, content and information, taster courses, research and intelligence and professional development. Some of these are delivered in partnership with the relevant University of London central departments, whilst others are very specific to the HE careers service environment.

The Group's collective body of c270 HE Careers and Employability professionals makes it among the largest HE Careers and Employability organisations in the world. Scale enables the Group to have its own Research and Professional Development Units.

The Role

The organisation is unique and so too, is the role of the leader. There is not another HE Careers and Employability leadership role like this one in the UK, nor probably in the world. This is an opportunity-facing role in which the Director must be able to see, articulate and act upon, the possibilities for the collective, in the context of a coherent vision for the organisation.

The role involves the provision of leadership and line management to the senior staff comprising the Heads/Directors of the embedded institutional careers services and the Heads of key central/shared service functions. These direct reports make up the Group Strategic Leadership Team. This group includes some of the UK's most experienced and prominent HE careers service leaders. The post holder must have the credibility to lead this group as a collective and to support the individuals in their specific environments. The distributed nature of the organisation creates a large number of direct reports, but they are by definition, senior and experienced colleagues.

Just as the Director/Head of an institutional careers service is usually the leader of the central professional service and the chief expert adviser on careers and employability; the Director of the Careers Group plays a similar role on a larger scale, both centrally to the University of London, and federally to the Member Institutions. The Director provides strategic and policy support to the Senior Stakeholders within each member institution. These colleagues are the senior staff to whom the Careers Service Directors/Heads report within the member institution.

The institutional senior stakeholders are also the people with whom the Director must agree the (currently) annual subscription contracts. It is important to note that in many Member Institutions, the network of senior colleagues is much broader than the named senior stakeholder alone.

The Careers Group is a not for profit, cost-sharing organisation and one of the prime business responsibilities of the Director is to ensure that the Group's costs are fully recovered. The bulk of this cost recovery comes from the institutional subscriptions. The Director has ultimate responsibility for ensuring that central, collaborative and shared services continue to be fit for purpose as the needs of member services change and develop.

In the central University, the Careers Group is one of the academic units and contributes significantly to the central University's academic strategy. The Director reports to the Pro Vice-Chancellor International, who is also the Chief Executive of University of London Worldwide, which delivers University of London undergraduate and postgraduate degrees to c 50,000 students all over the world via distance learning. The Careers Group is a separate department but is closely aligned to the learning and teaching effort embodied by Worldwide.

The Careers Group is a national and international centre of excellence and thought leadership in its field. It is the only UK HE Careers Service to have its own Research and Professional Development Units. The post holder needs the intellectual credibility to provide strategic leadership for these efforts. All member services make active use of data in general and Careers Registration in particular. Academic positioning in the central University and the developing needs of member services for research and evidence-based policy and practice support mean that this aspect of the Group's identity will need to develop further.

The profile of the role brings with it an expectation of active participation and a degree of prominence in national and international policy fora and other knowledge exchange mechanisms in the broad area of HE/graduate careers and employability. This is not only an opportunity to share the collective professional insights of the member careers services individually and collectively with external audiences, but colleagues and stakeholders also expect the resulting insights and networks to benefit the organisation collectively and institutionally.



Job Description

Role: Director of the Careers Group

Department: The Careers Group

Responsible to: Pro Vice-Chancellor International

Main Duties

- To lead the understanding of the environment, the identification of opportunities and threats and the formulation of strategy for the Group.
- To lead the careers and employability elements of the academic strategy of the University of London.
- To provide effective and inspirational leadership to the Careers Group Strategic Leadership Team (GSLT) and community leadership to the Group in general.
- To act as line manager and appraiser for the senior staff who make up the GSLT
- To agree and ensure delivery against, subscription agreements with each of the Group's Member Institutions.
- To provide strategy and policy support to senior stakeholders and broader communities within Member Institutions and the central University.
- To ensure the ongoing financial viability of the Group through the subscription agreements and other funding streams.
- To ensure that shared services continue to be fit for purpose, delivering clear benefits and value for money to member institutions.
- To lead on the development of Careers and Employability initiatives supported from sources other than Member Institution subscriptions.
- To provide leadership for the Group in its role as a national/international centre of thought leadership and evidence-based practice in our field.
- To maintain a high personal profile in the national/international field of HE careers and employability, in order to demonstrate and enhance the thought and practice leadership of the Careers Group.
- To apply University policies and procedures consistently and fairly including supporting members of GSLT in doing this for a distributed workforce. (Note that the Careers Group has a unique staffing profile, which includes a large number of staff employed by the central University but permanently based in Member Institutions).
- To contribute to the central University's operations as a member of the University Directors' Group and related mechanism such as the Policy and Resources Group (PRG).
- To maintain awareness of key developments in and around Higher Education and links with key bodies such as OfS, AGCAS, UUK, DfE
- Other duties commensurate with the level of the role, in agreement with the PVC International

Person Specification

Knowledge

- First Degree (or equivalent),
- PG qualification in Careers Education and Guidance (desirable).
- Higher degree (desirable)
- Formal management qualification (desirable)
- Excellent understanding of the complexity of national and international HE landscapes, policy and strategy, with particular regard to careers and employability. Demonstrable understanding of the ways in which institutions can respond to this environment.
- Demonstrable command of the evidence base underpinning strategic and operational decision-making and expert advice to the University and the network of Member Institutions.
- Evidence of being a major contributor to and/or leader of, expert networks and knowledge creation.
- Proven understanding of graduate labour markets and associated patterns and trends.
- Understanding of and commitment to equality, diversity and dignity in the workplace.

Skills

- Ability to inspire and lead a senior team of experts.
- Ability to create a meaningful and powerful strategic vision, which engages and enthuses colleagues, stakeholders and the broader community.
- Ability to build constructive professional relationships with colleagues in the University and across the network of Member Institutions.
- Ability to motivate people (directly and indirectly) to achieve objectives and manage changes in the collective and individual institutional contexts.
- Ability to influence and support collective decision-making with personal and professional authority.
- Clarity and precision in written communications (institutional reports, policy, strategy, guidance, day-to-day communications, data analysis), recognising and responding to diverse audience needs.
- Ability to anticipate changes in the institutional and policy environments and to respond with timely and imaginative solutions (often within tight resource constraints).
- Sound risk-management and decision-making skills.

Experience

- Proven record (minimum 5 years) of senior leadership experience in and around the Higher Education careers and employability agenda.
- Proven experience of leading evolution and change, balancing Environment, Values and Resources.
- Experience of delivering successful projects with accountability to the funders.
- Experience of achieving success through collaboration and partnership.
- Experience of achieving success through others and supporting other to achieve their success-Empowering and motivating people.
- Demonstrable experience of successfully managing and engaging with the complexities of Higher Education and its policy and regulatory environment.
- Effective management of staff and non-staff resources.
- Experience of creative and entrepreneurial approaches to funding important new ventures.

The University of London

The University of London is a federation of 17 self-governing member institutions, each of whom has a world-class reputation in its own right. Established by Royal Charter in 1836, the University is recognised globally as a world leader in higher education.

The 17 member institutions of the University are:

- Birkbeck, University of London
- City, University of London
- The Courtauld Institute of Art
- Goldsmiths, University of London
- Institute of Cancer Research
- King's College London
- London Business School
- London School of Economics and Political Science
- London School of Hygiene and Tropical Medicine
- Queen Mary University of London
- Royal Academy of Music
- Royal Central School of Speech and Drama
- Royal Holloway, University of London
- Royal Veterinary College
- St. George's, University of London
- SOAS
- UCL

The central University is home to a number of highly acclaimed central academic bodies and, in addition, provides a suite of innovative high-quality academic support and professional services, and manages a valuable property portfolio. These include:

University of London Worldwide – a collaboration among member institutions to provide distance and flexible learning to over 50,000 students in 180 countries, distributing £24m of income to member institutions in 2017. Former students include seven Nobel Prize winners.

School of Advanced Study – a nationally funded resource and centre of excellence in the promotion and facilitation of research in the Arts, Humanities and Social Sciences. It comprises nine internationally renowned research institutes and attracts large numbers of subject specialists globally.

University of London Institute in Paris – a small and specialised institution with a long standing academic partnership with Queen Mary University of London, the Institute provides research-led teaching from experts in their field.

Senate House Library – with its unique research collections in the Arts and Humanities, by some considered the largest and best in the world, attracts scholars from over 1,000 institutions worldwide.

CoSector – provides services in digital, IT infrastructure, graduate careers and housing for both students and providers of learning as well as clients from beyond the sector.

The Careers Group – one of the oldest and largest HE Careers Services in the world catering to over 100,000 students.

Property and Facilities Management – managing the University's extensive estate in central London including eight popular intercollegiate student halls of residence ranging in size from 225 bed spaces to 1,200, and various student and academic flats.

How To Apply

Berwick Partners have been appointed to support the University of London with the recruitment of the new Director of the Careers Group.

The closing date for applications is **Monday 15th June 2020 at 12pm midday**.

In order to apply, please submit a comprehensive curriculum vitae along with a covering letter setting out your interest in the role and details of how you match the required criteria.

Please include the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at www.berwickpartners.co.uk/76775

If you are unable to apply online please email your application to response.manager@berwickpartners.co.uk

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process.

For detailed information on how we process your personal data, please review our privacy policy on our website www.berwickpartners.co.uk/privacy-policy/

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

For enquiries please contact

Gin Bhandal:

07525 907 919

gin.bhandal@berwickpartners.co.uk



For further information please visit our website or contacts us at:

University of London
Senate House
Malet Street
London
WC1E 7HU
UK

Telephone: +44 (0)20 7862 8000

© University of London 2020

Follow us on:

This guide is available in alternative formats upon request.
Please contact **branding@london.ac.uk**