

Organisation:	University Centre Leeds
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	University Centre Leeds
Core Job Role:	Member of HE Student Support Team – Project Funded Post
Job Title:	Graduate Intern – Graduate Outcomes Project
Reports to:	HE Student Support Manager
Grade	LC2
Date of compilation:	September 2023

ROLE SUMMARY:

Graduate Outcomes (conducted by HESA) is the biggest UK annual social survey and captures the perspectives and current status of recent graduates. All graduates who completed a course are asked to take part in the survey 15 months after they finish their studies. The survey aims to help current and future students gain an insight into career destinations and development.

The project aims to increase awareness of the survey, what the questions mean for our students, and to increase response rates. HESA advise that best practice suggests that there is value in promoting the survey during the student's final weeks of teaching as we have direct, face-to-face access to them.

CORE RESPONSIBILITIES:

1. Consult with students and graduates to gain insights of their awareness and understanding relating to the Graduate Outcomes questions.
2. Develop resources, campaigns, and plans to raise awareness of the Graduate Outcomes survey among staff, students and graduates.
3. Support the HE Welfare and Progression Officer in developing a online employability/careers development space that best serves all students across University Centre Leeds.
4. Develop an Alumni Network for University Centre Leeds to promote the Graduate Outcomes survey, support graduates in their early careers, and collate different/inspiring stories that we can share with students and potential students.
5. Work with colleagues across campuses to establish good practices and develop plans for ongoing communications with graduates and alumni at University Centre Leeds.

6. Work with curriculum areas and Higher Education institutions to identify any gaps in progression and careers support for students and provide the necessary support and resources on an online career platform, ensuring that all resources consist of accurate and up to date labour market information.
7. Refer and signpost clients to external organisations and agencies, as appropriate.
8. Maintain administrative and student records, recording all interventions accurately and in a timely manner and monitoring progression and graduate destinations/ outcomes.
9. Track the outcomes of interventions and liaise with tutors to ensure additional support for students is in place if needed.
10. Work flexibly as a member of the Student Support Team.
11. Attend and contribute to team meetings and staff development activities, sharing information and best practices.
12. Provide information and data to enable timely reports to be collated.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally,

Collaborative & responsive

inspiring others to do the same.

*Proactively seeking opportunities to
create synergies and positive outcomes
for all.*

Person Specification

Job Title:	Graduate Intern – Graduate Outcomes Project
Department	HE Student Support

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Degree or equivalent	A / C
D	Q2. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to Level 3 or above□	A / C
D	Q3. Hold a foundation degree qualification or equivalent	A/ C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Recent experience studying Higher Education	A / I
E	EK2. Knowledge of the Graduates Outcome Survey	A / I

E	EK3. Experience of collecting and interpreting different types of data/ information to form action plans.	A / I
D	EK4. Experience of liaising with students and graduates	A / I
D	EK5. Experience of working with multiple stakeholders from diverse backgrounds	A / I
D	EK6. Experience working on projects or campaigns that engage students.	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication and interpersonal skills (verbal and written) with the ability to communicate across the full range of students, staff and external stakeholders	A / I
E	SC2. Ability to work independently and own initiative, with excellent prioritisation and organisational skills	A / I
E	SC3. Ability to identify, interpret and apply knowledge and information.	A / I
D	SC4. Strong teamwork skills within ability to be supportive of other team members and work cohesively with colleagues from teams across The Luminate Education Group.	A / I
E	SC5. Ability to think creatively and innovatively to increase engagement and success.	A / I
E	SC6. Excellent ICT skills, including use of Microsoft Office Suite and Google Applications.	A / I
E	SC7. Ability to create and maintain accurate records.	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I

E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I