

JOB DESCRIPTION

Vacancy reference:	SRF43559
Post Title:	Business and Employability Manager (Film, Theatre & Television)
Grade:	6
School/Department:	Student Services – Careers and Placement Centre
Reports to:	Head of Employer Engagement
Responsible for:	NA

Purpose

We are advertising this exciting new fixed term role (3 years) to create, maintain and facilitate vital work experience, internship, placement and graduate opportunities for University of Reading students, responding to the skills shortage in Film and High-End Television. This role will be pivotal in leveraging strong and mutually beneficial partnerships within the local and national creative industries, and also with key partners developed through newly established initiatives such as Cine Valley and the Berkshire Skills for Screen Cluster – supported by the BFI National Lottery Skills Cluster Fund – in which we are partners with Resource Productions and Shinfield Studios.

Working in the central award-winning careers team as part of the employer engagement team and alongside the placements team, the successful candidate will be responsible for building relationships within the industry, and increasing the uptake and quality of student placements, work experience and internships both in and outside of the curriculum and in line with the University's aspirations for growth. In addition, this role is intended to contribute significantly to the future growth of University of Reading Graduates within the Film and Television sector.

Main duties and responsibilities

Account management and Industry engagement responsibilities:

You will:

1. Proactively establish and secure new relationships with local and national employers within the Film and TV sector, to establish mutually beneficial partnerships to leverage inclusive work experience, work related learning, internships, placements and graduate opportunities
2. Attend sector specific networking events to build and develop employer relationships and partnerships; this may include BFI Sector skills events, Screen Skills conferences and webinars, ISE, AGCAS, Chamber of Commerce, LEP and Reading UK CIC events
3. Be expected to work alongside colleagues within the careers team, to report and present appropriate information and labour market knowledge to inform and strengthen our careers work with the creative sectors
4. Ensure all business development and employer related activity is recorded effectively and that information is kept up-to-date and accurate.

5. Support the facilitation of 'Cine Valley Link': a **one stop shop** to connect local talent, suppliers and resources to visiting productions at Shinfield Studios
6. Be responsible for producing the Employer Engagement newsletter on monthly basis

Student support and engagement:

You will

7. Actively promote placement and work experience vacancies and facilitate student engagement with that enables them to secure placements through highly competitive processes
8. In collaboration with the careers team, academics within the Department of Film, Theatre & Television and the Employer Engagement Team, you will design and deliver a series of professional placement training sessions, networking opportunities and panel events
9. Work with the placement and careers consultancy teams, providing personalised and tailored support to students, including 1-1 appointments, drop in clinics, mock interviews for students who wish undertake a Film and TV sector placement as an optional component of their degree or as extracurricular work experience
10. Contribute to and deliver centrally organised workshops and training sessions, including Placement Bootcamps and facilitate student's engagement and participation with other central careers and placement activities.
11. Alongside FTT and Careers colleagues, plan, support the development and production of a short training course in professional on-set behaviours for UoR students and wider community in advance of their visiting production facilities.

Administration

You will :

12. Maintain and contribute to digital and remote learning environments including Blackboard and other digital resources promoted by the careers and placement service
13. Work with our Careers Engagement Manager, to coordinate FTT placement communications activities and marketing campaigns, newsletters, announcements, and emails as well as getting involved with central social media takeovers
14. Be responsible for promoting placements to prospective and current students at outreach events including careers and placement fairs and activities, welcome week, open and visit days
15. Ensure administration for screen industry placements is completed in a timely manner and ensure the quality assurance of all placement activities and that thorough due diligence is undertaken through our Placement Pathway system and ensure reasonable adjustments are made where necessary.
16. Monitor and evaluate employer activity (employer CRM, annual employer survey, vacancies advertised on MyJobsOnline) to identify relationships that could be developed further

17. Liaise with placement providers and ensure all necessary administration including placement agreements are organised in time for placements to commence.
18. Ensure all Student Route (former Tier 4) placement records are appropriately recorded with the immigration team
19. Work within and ensure compliance with relevant Data Protection, Health and Safety, Equal Opportunities, and other relevant employment related legislation.
20. Regularly attend and actively contribute to the Employability and Placement community of practice, as well as ensuring continual professional development and training
21. Work with the careers and placements team, to ensure that our services and resources are accessible, inclusive, and meet the needs of our underrepresented students
22. Undertake any other duties as required by the Head of Employer Engagement

Supervision received

The post-holder will report to the Head of Employer Engagement, supported by the Head of Student Placements. The post-holder and manager will agree objectives and targets as appropriate through a 3 year phased plan in order to meet the objectives. They will be expected to work with minimal supervision and manage their own time and set their own work schedule to meet the requirements and objectives for the post.

Supervision given

N/A

Contact

In addition to working alongside colleagues in the Careers and Placements Team, you will also work closely with academic colleagues responsible for placement programmes and modules in FTTV. You will also liaise with other teams within student services, such as the Welfare Team, Student Support Centre staff. You will be working regularly with external stakeholders and partners including placement providers, employers, professional bodies and sector specific groups and organisations.

Terms and conditions

35 hours per week, some weekend working may be necessary.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: May 2023

PERSON SPECIFICATION

Job Title	School/Department
Business and Employability Manager (Creative Film, Theatre & Television)	Careers and Placement Centre Student Service

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to work effectively and collaboratively with wide range of colleagues and stakeholders associated with placement activities • Ability to work independently and as part of a team • Excellent organisation skills and the ability to prioritise, to work under pressure and meet deadlines • Excellent administrative skills • Proactive with excellent problem-solving skills • Strong attention to detail • Ability to create and deliver workshops and facilitate large group training • Excellent networking and business development skills • 	<ul style="list-style-type: none"> • Social media and digital marketing skills
Attainment	<ul style="list-style-type: none"> • Education to University level or equivalent 	<ul style="list-style-type: none"> • Degree level • Evidence of CPD in a relevant field
Knowledge	<ul style="list-style-type: none"> • Strong knowledge of the TV, media and film Industries • Awareness of student placement and graduate labour market in context of film / TV and creative industries • Strong knowledge of Student and Graduate recruitment and selection processes • Strong knowledge of Microsoft Office • Strong IT skills and ability to use digital records systems and CRM 	<ul style="list-style-type: none"> • Knowledge of university placement policies and practice

	<ul style="list-style-type: none"> • Knowledge and understanding of working within the HE sector • Awareness of equality and diversity • Understanding of careers and placements within the context of higher education or similar 	
Relevant Experience	<ul style="list-style-type: none"> • Experience of facilitating student placements / internship schemes or similar recruitment experience • Experience of working with a broad range of creative industries stakeholders / placement providers • Experience of working with students / adults in an advisory or support role • Experience of working to KPIs and targets 	<ul style="list-style-type: none"> • Experience of working Higher Education • Experience of student outreach – open days or student events
Disposition	<ul style="list-style-type: none"> • Creative: ability to think beyond the obvious • Proactive: ability to generate insightful ideas and carry them through • Flexible: ability to manage unpredictability and ambiguity • Positive attitude: ability to see how things can be achieved. • Organisation: ability to effectively manage own time and priorities • Commitment to Equality and Diversity 	

Completed by: Em Sowden

Date: May 2023