

J21-01 Motion to re-establish and update the position of Employability Officer

In effect: Immediately

Review Date: N/A

Notes

1. The SSC Employability Officer position is currently listed in the Students Association laws under Chapter 23
2. The position has not been put up for election for at least the last three consecutive years
3. The current SRC Arts & Divinity Faculty President has been acting on behalf of the Director of Education on Careers and Employability issues on an ad hoc basis this year

Believes

1. The position of Employability Officer will help to formalise the Union's representative function in relation to the Careers Centre
2. The Employability Officer can be linked to pre-existing groups to ensure a coordinated approach to Careers and Employability issues at the Students Association
3. The re-establishment of the Employability Officer role helps to increase the visibility of the Association's efforts to improve Careers and Employability services on behalf of students
4. Should the impetus to engage with the Careers Centre fall away as a result of interested parties graduating or changing positions, the wider student body would lose out on this element of representation and lobbying

Resolves

1. To amend chapter 3 of the Laws of the Association
2. To remove chapter 23 of the Laws of the Association
3. To implement the following role description for the Employability Officer
4. To re-establish the Employability Officer as an SRC position, instead of an SSC position

Proposed:

Joe Horsnell, SRC Arts & Divinity Faculty President; SRC Senior Officer

Seconded:

Amy Gallacher, Director of Education

Emma Walsh, Director of Wellbeing

Gavin Sandford, Director of Student Development and Activities

Avery Kitchens, SSC Societies Officer; SSC Senior Officer

Chloe Fielding, SRC Science & Medicine Faculty President

Amy Feakes, SSC Charities Campaign Convenor

Appendix:

- A. Laws of the Association (Chapter 3, point 5)

- B. Laws of the Association (Chapter 23)
- C. Role description for the Employability Officer

Appendix A – Laws of the Association (Chapter 3; point 5)

5. Remits of SRC Officers

5.3 Employability Officer

The Employability Officer shall:

5.3.1 Primarily work to represent student opinion on services and support relating to employability and career skills

5.3.2 Serve as a primary student liaison with the Careers Centre and maintain a positive working relationship with staff at the Careers Centre

5.3.3 Convene and chair the School Presidents' Advisory Group (Careers) at least twice per semester

5.3.4 Convene and chair the Careers & Employability Forum of Careers & Employability class representatives

5.3.5 Participate in the Careers Centre's Student Advisory Board

5.3.6 Be line-managed jointly by the Director of Education and the Director of Student Development and Activities

5.3.7 Work with the Director of Education to train the Careers & Employability class representatives alongside the Careers Centre

5.3.8 Work with the Director of Student Development and Activities and Director of Education to coordinate the Association's Employability Strategy and Careers Week

5.3.9 Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving support on employability from the Careers Centre

5.3.10 Work with the Association Alumni Officer, who also engages with the Careers Centre

5.3.11 Support School Presidents in hosting careers events in their respective Schools

5.3.12 Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employability skills

Appendix B – Laws of the Association (Chapter 23)

To be removed in its entirety

Chapter Twenty-Three-SSC Employability Committee

1. Aims: The SSC Employability Committee shall be responsible for supporting the SSC Employability Officer in meeting their objectives

2.SSC Employability Sub-Committee

2.1.Membership:

2.1.1.SSC Employability Officer (Convenor and Chair);

2.1.2.Director of Student Development and Activities;

2.1.3.Academic Outreach Officer

2.1.4.Treasurer

2.1.5.Secretary

2.1.6.Publicity Officer

2.1.7.Invited representatives (non-voting).

2.2.Meetings:

2.2.1.Employability Sub-Committee Meetings:

2.2.2.The SSC Employability Committee shall meet whenever mandated by the SSC or called by the SSC Employability Officer. There shall be at least one meeting per semester.

3.Employability Representative Forum is a forum to discuss employability issues within and between Schools and to share good practice.

3.1.Should meet three times per academic year

3.2.The Employability Officer is the chair and convenor

3.3.The Employability Officer shall invite Representatives from the Careers Centre to the Employability Representative Forum

3.4.Absence: If the Employability Class Representative is unable to attend an Employability Representative Forum, it is recommended that a representative from the School attends instead.

4.Role Descriptions:

4.1.SSC Employability Officer

4.1.1.shall primarily work to represent student opinion on services and support relating to employability and career skills and shall

4.1.2.Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;

4.1.3.Serve as a primary student liaison with the Careers Centre;

4.1.4.Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;

4.1.5.Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and

- 4.1.6.** Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online
- 4.1.7.** Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives
- 4.1.8.** Will hold fortnightly surgeries for School Presidents
- 4.1.9.** Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.
- 4.1.10.** Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.
- 4.1.11.** Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship

4.2. Employability Class Representatives:

- 4.2.1.** Attend Employability and Careers training
- 4.2.2.**
- 4.2.3.** Help facilitate careers events in schools
- 4.2.4.** Liaise with School, Student Association and Careers Centre for funding of events
- 4.2.5.** Shall engage the student body with employability on campus.
- 4.2.6.** Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.
- 4.2.7.** Liaise with other Employability Representatives between Schools
- 4.2.8.** Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.
- 4.2.9.** Make student body aware of Careers Centre surveys on employability and career support during lecture shouts

4.3. Academic Outreach Officer:

- 4.3.1.** Will liaise with Schools, Career links and School Presidents with regards to setting up career events
- 4.3.2.** Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.
- 4.3.3.** Will submit a report to the Employability Officer twenty-four hours prior to SSC meetings
- 4.3.4.** Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda

4.4. Secretary

- 4.4.1.** Will keep a copy of all correspondence
- 4.4.2.** Will write correspondence not directly relating to the remit of other officers in the committee
- 4.4.3.** Will keep and update the minutes of the committee and the Employability Representatives Forum.
- 4.4.4.** Will produce a committee newsletter at least once per semester
- 4.4.5.** Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee

4.5. Treasurer

4.5.1. Will keep the accounts of the committee

4.5.2. Will ensure that committee budget is submitted correctly and punctually

4.5.3. Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively

4.6. Publicity Officer

4.6.1. Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.

4.6.2. Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.

5. Funding:

5.1. Employability Speaker Fund will be managed by the Employability Committee in collaboration with the careers centre

6. Committee:

6.1. The Academic Outreach Officer, Treasurer, Secretary and Publicity Officer shall be selected through interviews.

6.2. The committee may co-opt additional members as it deems necessary for set periods of time. Co-opted members shall have speaking but no voting rights.

Employability Officer

July - June, Part-Time, Voluntary

Aim

The aim of this position is to represent students on employability and careers matters. The Employability Officer will inform the Union's employability strategy and support the University's Careers Centre in reaching the student body. The role holder will have the power to lobby and influence careers services at St Andrews.

Key Responsibilities

What you will be doing:

- Serve on the Students' Representative Council
- Attend School Presidents' Advisory Group (Careers) alongside the Faculty Presidents and School Presidents (SPAG)
- Chair the Careers & Employability Forum of careers reps across the University
- Support School Presidents in putting on careers events
- Work with the Director of Education and the Director of Student Development and Activities on the Association's Employability Strategy and Careers Week
- Participate in the Careers Centre's Student Advisory Board (SAB)

How you will be doing it:

- Prior to SPAG and SAB, you will discuss the agenda with the Education Executive Committee and the DoSDA. Action points from both fora may arise which you take further
- You will prepare the agenda and collate the work of careers reps for the Careers & Employability Forum. This will also involve taking forward any action points
- You will provide advice to School Presidents
- You will encourage collaboration among School Presidents
- You will have a working relationship with staff at the Careers Centre (including the Assistant Director)

Essential Characteristics

Proficient knowledge and prior experience with the Careers Centre, preferably as a Careers Representative or student user of the service.

Useful Skills or Characteristics

- Working as part of a team
- Organisational skills
- Good communication skills
- Ability to handle sensitive information confidentially
- Commitment and dedication

Skills you can expect to learn and develop

- Develop the ability to negotiate with a wide range of people both within the student body and the staff of the university

- Increase organisational skills and flexibility
- Improve time management skills
- Gain experience of supporting a diverse team
- Get a better understanding of the University and higher education in general

Expected time commitment

Generally between 10 and 15 hours weekly. Some weeks will be more demanding than others.

Eligibility

Matriculated undergraduate students are eligible to nominate themselves for this position and vote in this race.

Further Questions

Please email the current holder of this post on XXX@st-andrews.ac.uk if you have any questions about this role.