

**JOB DESCRIPTION**

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| **Job Title** | Graduate Outcomes Manager |
| **School** | Royal Docks School of Business and Law |
| **Grade** | G |
| **Location and Hybrid working status** | University Square Stratford Campus |
| **Reporting to** | Associate Dean - Careers and Enterprise |
| **Liaison with** | Employer partnerships, collaborating with internal stakeholders within the University |
| **Contract type** | Fixed term for 12 months  Full time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**Royal Docks School of Business and Law**

RDSBL’S student body is rich in its diversity; students are drawn from a wide range of backgrounds and age-groups, with a high proportion from low-income groups. We are committed to providing a high quality, innovative, relevant and research-led teaching experience which attracts, engages and develops students, supporting their academic achievement and professional ambitions.

**JOB PURPOSE**

The Graduate Outcomes Manager will develop and implement a strategic, data-driven plan to enhance graduate employability, ensuring that students and graduates successfully transition into highly skilled employment, postgraduate study, or self-employment.

The role will focus on leading graduate outcomes initiatives, strengthening employer partnerships, collaborating with internal stakeholders, and overseeing key employability projects such as career mentoring programmes. The post-holder will be instrumental in embedding a culture of employability and supporting graduates to meet the challenges of the modern workforce.

**KEY DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that a **Graduate Outcomes Manager** may be expected to undertake. This is not an exhaustive list of activities and employees may be asked to undertake other duties which are commensurate with the grade and circumstances

1. Strategic Development and Delivery:

* Develop and deliver a strategic plan to improve graduate outcomes aligned with institutional priorities and sector benchmarks.
* Lead and manage targeted campaigns to support final-year students and recent graduates in securing positive outcomes.

1. Employer Engagement

* Build and maintain strong relationships with employers across sectors to create employment, placement, and work-based learning opportunities aligned to student and graduate aspirations.
* Organise employer engagement events and initiatives that connect students and graduates with industry professionals.

1. Graduate Support and Programme Management

* Design and oversee a comprehensive career mentoring programme linking students and alumni with experienced professionals.
* Deliver workshops, events, and resources focused on career readiness, job search strategies, and transition support.

1. Data Analysis and Reporting

* Utilise graduate outcomes data and wider market intelligence to inform strategy, identify trends, and implement evidence-based interventions.
* Regularly report on graduate destination performance and provide insights and recommendations for continuous improvement.

1. Collaboration and Advocacy

* Work closely with academic departments, careers services, alumni relations, and external partners to champion graduate employability across the institution.
* Promote an employability-focused culture among staff and students through training, consultation, and the integration of career readiness into curricula.

1. Management and Leadership

* Line-manage and develop staff or project teams where appropriate.
* Oversee project budgets, ensuring effective use of resources.

1. Other Duties

* Represent the organisation at external networks, events, and professional groups related to graduate employability.
* Undertake any other duties appropriate to the level of the post.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Proven experience in developing and delivering employability, careers, or graduate outcomes strategies within higher education or a similar environment.
* Strong track record of building successful employer partnerships.
* Excellent project management skills, with experience managing multiple priorities and meeting deadlines.
* Skilled in interpreting and using data to inform strategy and practice.
* Outstanding interpersonal, negotiation, and relationship management skills.
* Experience in designing and delivering workshops, events, and training.
* Strong communication skills, both written and verbal.
* High proficiency with IT systems, including CRM platforms, career management tools, and data reporting systems.

**Desirable**

* Understanding of the Higher Education sector and current challenges in graduate employability.
* Knowledge of the Graduate Outcomes Survey and related data frameworks.
* Experience managing career mentoring or alumni engagement programmes.
* Qualification or training in careers guidance, employer engagement, or a related field.

**COMPETENCIES REQUIRED**

* Strategic Thinking and Innovation
* Collaboration and Stakeholder Management
* Planning, Organisation, and Delivery
* Data-Driven Decision-Making
* Student-Centred Approach
* Adaptability and Resilience

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

Essential criteria

* Relevant master’s degree and/or equivalent experience, which reflects the nature of the appointment.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!