

# Job Description and Person Specification

Last updated: 16/06/2023

## JOB DESCRIPTION

Post title:	<b>Student Enterprise Consultant</b>		
School/Department:	Careers, Employability & Student Enterprise (CESE)		
Faculty:	Student Experience Directorate (SED)		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	Head of Student Enterprise & Events		
Posts responsible for:	n/a		
Post base:	Office-based (see job hazard analysis)		

<b>Job purpose</b>
<p>To work in partnership with academics, and stakeholders in the student enterprise ecosystem, both internally and externally to deliver specialist activities and initiatives (both curricular and extra-curricular) providing advice, guidance, and support to clients (including undergraduates, postgraduates, and recent graduates) enabling them to either set up their own business, lead a social enterprise, become freelance/self-employed or launch a scalable startup.</p> <p>To utilise a full understanding of enterprise and entrepreneurship education to give clients the necessary enterprise skills and knowledge to achieve a successful outcome in their careers and contribute to the objectives of the Careers, Employability and Student Enterprise (CESE) directorate and the wider University Strategy, Education, Knowledge Exchange &amp; Enterprise, and Student Experience Strategic Plans.</p>

Key accountabilities/primary responsibilities	% Time
<p>1. The aim of this role is to work across all faculties to engage clients and internal and external stakeholders in the Student Enterprise offering and to deliver that offering in line with the Employability Action Plan and the Education, Knowledge Exchange and Enterprise and Student Experience Strategic Plans as well as the wider University Strategy, this includes:</p> <ul style="list-style-type: none"> <li>• To work with the Head of Student Enterprise &amp; Events and key internal stakeholders to develop and grow the enterprise skills of clients by designing and delivering specialist enterprise and entrepreneurship workshops in line with industry standards, codes of practice, latest trends, guidelines and internal and external policies and procedures. These can be embedded within (or linked to) a specific academic curriculum or through specific optional activities delivered in addition to the curriculum. To maintain and improve these workshops to make sure they are fit for purpose and deliver the necessary value to clients</li> <li>• To engage the wider University community in the opportunities available in Student Enterprise. Support the marketing and communications of the team to increase awareness and uptake among clients</li> <li>• To develop and maintain effective relationships with CESE colleagues, academic and administrative staff and other stakeholders within and outside the University to identify, create, develop, and implement extra-curricular experiential learning activities and initiatives to a high standard, inc event management, event promotion, gathering client feedback and accurate budget planning</li> <li>• To gather, analyse and use research and data on clients' student enterprise development needs and positive destination outcomes (including student engagement, Careers Registration, Graduate Outcomes Survey (GOS) and HEBCIS) to identify, recommend and prioritise the most effective student enterprise development activities and initiative as well as supporting the enterprise ecosystem and academic colleagues to understand such data</li> <li>• To conduct mentoring/coaching sessions to support clients who wish to take their business/social enterprise idea to launch. Including referring students when relevant to key experts to help them explore and validate their ideas. To provide feedback on business plans, slide decks, competition and funding applications where appropriate. To engage with external organisations and experts to maximise opportunities for enterprising clients</li> <li>• Support the embedding of enterprise within the curriculum under the guidance of the Head of Student Enterprise &amp; Events, including training/supporting others to deliver content effectively</li> <li>• In conjunction with the Head of Student Enterprise &amp; Events to produce timely annual reports for the Student Enterprise Board and to faculty Associate Deans of Enterprise to agreed quality standards and completing any associated admin in a prompt and efficient manner</li> </ul>	40 %
<p>2. To develop and maintain the knowledge and skills necessary to effectively support client needs according to professional guidelines and quality standards, including:</p> <ul style="list-style-type: none"> <li>• Understanding of the specific student enterprise development needs of clients based on their entrepreneurial ambitions</li> <li>• Up-to-date understanding of the business landscape, to provide clients with feedback, mentoring/coaching, and support in recognising if there is a market need and product market fit for their business idea</li> <li>• Appropriate professional knowledge and awareness of enterprise and entrepreneurship education, developments within the HE sector and student enterprise policy and good practice by keeping abreast of professional bodies, in particular Enterprise Educators UK (EEUK) and Association of Graduate Careers Advisory Services (AGCAS).</li> </ul>	25%

Key accountabilities/primary responsibilities		% Time
3.	<p>To support the core Careers, Employability and Student Enterprise (CESE) service by participating in service delivery including:</p> <ul style="list-style-type: none"> <li>To support CESE colleagues in becoming knowledgeable about the student enterprise offering including staff development/coaching where appropriate, through talks and workshops</li> <li>To deliver Interactive group sessions according to the agreed calendar of events</li> <li>To support Open days, careers fairs and other service-wide events that support the engagement of clients in Student Enterprise.</li> <li>Support the running of the Student Enterprise Zone to deliver a high-value experience to clients, internal and external stakeholders</li> <li>Work with Faculty Employability Partnership Managers to provide/maintain an understanding of enterprise education to support them in embedding employability and enterprise into the curriculum</li> <li>Work within the bounds of the University confidentiality policy</li> </ul>	20%
4.	<p>To contribute to broader initiatives to ensure high-quality, accessible and client-centred service including:</p> <ul style="list-style-type: none"> <li>Cross-service / University projects, working groups or initiatives which support the achievement of Southampton's and CESE's objectives and enhancement of the student experience as part of SED, as determined by the Director of CESE</li> <li>Achievement and maintenance of agreed quality standards and external quality accreditation through ongoing review of practices, contributions to the assessment process and the delivery of high-quality measurable outcomes (eg Customer Service Excellence)</li> <li>To develop and regularly update skills, through membership of and engagement in EEUK (Enterprise Educators UK) and AGCAS (Association of Graduate Careers Advisory Services) learning opportunities, relevant training courses and good practice groups, to ensure current industry standards are met, maximising the use of the AGCAS Professional Pathways to support career development</li> <li>To promote and exemplify inclusive working practices and strive for diversity within the organisation and its services, ensuring that you are aware of and aligned with University of Southampton's strategic objectives on Equality, Diversity, and Inclusion</li> <li>Participate as appropriate in cross-functional activities at times of peak demand to support colleagues across the Student Experience Directorate (SED) such as international student registration, open days, and student recruitment events; confirmation and clearing</li> </ul>	10%
5.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
<p>Internal</p> <ul style="list-style-type: none"> <li>Departmental senior management</li> <li>Student Body</li> <li>Student Societies</li> <li>Student Services staff</li> <li>Professional Services staff</li> <li>Faculty staff</li> <li>Future Worlds</li> <li>Social Impact Lab</li> <li>Research and Innovation Services</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>Students' Union</li> <li>HEI Institutions</li> <li>HEFCE, HESA, BIS and UCAS</li> <li>Employers</li> <li>Corporate Partners</li> <li>Startups</li> <li>National Governing/Professional Bodies</li> </ul>

#### Internal and external relationships

- Members of the Public/Community Groups
- Southampton Science Park
- SETSquared

#### Special Requirements

- The post holder will be required to work from a variety of campus locations or visit clients, stakeholders, or organisations external to the University and therefore must be willing to travel
- A regular presence at Sir James Matthews building in Southampton and the Highfield campus will be required
- The post holder is expected to work flexibly to provide services to a range of clients and stakeholders. Occasional evening and weekend work may be required to support events and wider university commitments such as open days
- The ability to maintain a responsible and confidential approach to sensitive information
- Demonstrate Southampton University behaviours (Embedding Collegiality – see below).

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification</p> <p>Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy</p> <p>Significant knowledge of student enterprise and entrepreneurship</p> <p>Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University</p> <p>Knowledge and/or experience of business start-up or self-employment/freelance work or enterprise education</p>	Business/Degree (or equivalent qualification or experience)	<p>Application</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
Planning and organising	<p>Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy</p> <p>Able to manage conflicting demands in a challenging schedule</p>	Experience of successful project management	<p>Interview</p> <p>Application / Interview</p>
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them</p> <p>Experience of using qualitative and quantitative data to critically evaluate, demonstrate and improve the effectiveness of activities</p>		<p>Interview</p> <p>Application / Interview</p>
Management and teamwork	<p>Able to proactively work with colleagues in other work areas to achieve outcomes</p> <p>Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork</p> <p>Able to formulate development plans for own staff to meet required skills</p> <p>Actively participate in planning sessions, training events and peer review to maximise professional performance</p>		<p>Application/ interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>

Communicating and influencing	<p>Able to provide accurate and timely specialist guidance on complex issues</p> <p>Able to use influencing skills to develop understanding and gain co-operation</p> <p>Evidence of good networking skills including maintaining good partnership working with a range of colleagues</p>		<p>Application/ interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
Other skills and behaviours	<p>A commitment to professionalism, actively supporting equality and diversity and the delivery of high-quality service and client satisfaction levels, both internally and externally</p> <p>Evaluate systematically and rigorously the impact of service provision</p> <p>Regularly evaluate professional performance and reflect constructively using evidence to improve performance</p>	<p>Able to develop resources to support and guide students and staff in enterprise and entrepreneurship</p> <p>Able to understand cultural diversity</p>	<p>Application/ interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
Special requirements	<p>Ability to demonstrate understanding of role / motivation for applying</p>		<p>Application / Interview</p>

## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input checked="" type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles (eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public	X		
Lone working			
## Shift work/night work/on call duties			

## Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others