

Job Description

Position:	Employer Engagement Consultant x2
School/Service:	Jobs for Students
Reference:	JFS-010/P
Grade:	Grade 6
Status:	Permanent
Status:	12 Months Maternity Cover (or the return of the post-holder, whichever is the earliest)
Hours:	Full time
Reporting to:	Director of Jobs for Students

Main Function of the Position:

- You will build effective partnerships with businesses, other organisations and alumni with a view to increasing the number of opportunities available for students to participate in paid/unpaid placements, work experience, projects, internships, apprenticeships or other forms of work-based activities. These opportunities must have the potential to make a significant impact on the future employment prospects of our students and graduates. Success in this role will also depend on providing the type, quality and volume of opportunities that our students and graduates seek and ensuring that these are accessible to them.
- The role will involve working collaboratively with colleagues in the Jobs for Students team and academic colleagues to identify demand and progress opportunities and address relevant issues and needs.
- All post holders are required to take ownership of their own performance and the relationships they build with students, partners, the public and colleagues, demonstrating a positive attitude and commitment to their work.

Principal Duties and Responsibilities:

1. Work proactively to identify and develop relationships with employers and alumni to promote the career progression of our students and graduates and identify placement and work experience opportunities.
2. Act as Account Manager to a portfolio of contacts – SME's in the Greater Manchester/North West area and larger employers nationally.
3. Generate and contribute to the programme of events, activities and networking opportunities offered by the University for employers, staff, students and graduates which all form part of our employability offer.
4. Support the apprenticeship agenda across the University Group as determined by understanding employer needs, liaising with academic areas on developments and upselling apprenticeship related business opportunities

5. Work with Faculty Deans and other academic colleagues to identify the skills development opportunities required that will help meet the learning outcomes and learning gain required.
6. As required support the coordination of recruitment fairs and employability days, including planning, delivery and promotion to students, graduates and employers.
7. Support the matching process of assigning students/graduates to suitable opportunities and assisting in activity to improve student engagement in seeking employment opportunities.
8. Support recruitment initiatives/campaigns in employers for the benefit of our students / graduates.
9. Initiate new and manage existing business contacts/networks and establish lasting mutually beneficial relationships.
10. Uphold the University's duty of care to students by assessing the appropriateness and quality of work opportunities.
11. Develop and maintain an understanding of University enterprise, knowledge transfer and employer engagement activity to make referrals of business contacts and identify potential collaborative initiatives.
12. Where required provide coaching and mentoring support to students and graduates to help raise aspirations, increase confidence and improve social mobility.
13. Represent the University externally at conferences and events as required to promote the interests of the University with external stakeholders.
14. Research and develop appropriate information/data and resources relating to; feedback from employers, the job market and associated trends for dissemination to students, graduates and staff.
15. Provide regular reports on the progress of employer engagement activity to the Jobs for Students team.
16. Ensure the maintenance of accurate and up to date records of company contacts and engagement, utilising the University's online system.
17. To promote equality and diversity for students in the labour market.
18. Commitment and support to the University's environmental sustainability strategy and ethos
19. Commitment and adherence and support to the University's environmental sustainability strategy and ethos/initiatives

Other Duties:

20. To demonstrate excellent customer care in dealing with all customers, as per the Customer Service Excellence Quality Standards.

21. To work additional hours, in the evenings, at peak times, at the weekend and at University Open Days.
22. To treat everybody with whom you come into contact with dignity and respect, and to actively promote an inclusive attitude.
23. Undertake appropriate training and development, as required.
24. Undertake any other reasonable duties, as required by the line manager, commensurate with the grade of the post.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Employer Engagement Consultant		Reference: CAE-015/P	
School/Service: Jobs for Students		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	Educated to degree level standard, or equivalent relevant experience	1	Application Form / Documentation
1 b)	A recognised professional careers guidance qualification	2	Application Form / Documentation
2	Skills / Knowledge		
2 a)	Knowledge of the recruitment industry	1	Application Form / Interview
2 b)	Credible written and verbal communication skills to engage and influence employers and other external contacts	1	Application Form / Interview
2 c)	Able to design and deliver presentations to small and large groups	1	Application Form / Interview
2 d)	Able to demonstrate strong networking skills to facilitate the development of effective working relationships both internally and externally	1	Application Form / Interview
2 e)	Able to work in a flexible manner and organise and prioritise workload to meet own and service objectives	1	Application Form / Interview
2 f)	An understanding of the value of high quality work experience plus, experience designing and delivering interventions to help students secure such opportunities	1	Application Form / Interview / Task
2 g)	Project management skills, working within budgets and timescales to deliver impact and measurable outcomes.	1	Application Form / Interview
2 h)	Good IT skills and an interest in the development of IT systems for recruitment and vacancy management	1	Application Form / Interview
2 i)	Awareness of employment legislation and regulations	1	Application Form / Interview
3	Experience		
3 a)	Experience of sales, promotion or marketing of goods or services in a business to business environment or from the public sector to business	1	Application Form / Interview
3 b)	Experience of successfully coordinating and/or managing student/employer related events, workshops and activities	1	Application Form / Interview
3 c)	Experience of evaluating the impact of services and events and the experience of clients and participants	1	Application Form / Interview
3 d)	Experience of working within or having substantial knowledge of at least one of the key employment sectors that are relevant to the University and our course provision	1	Application Form / Interview

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4	Personal Qualities		
4 a)	Able to work under pressure and meet deadlines	1	Application Form / Interview
4 b)	Efficient and well organised	1	Application Form / Interview
4 c)	Sensitive to individual and cultural differences.	1	Application Form / Interview
4 d)	Able to work effectively on own and without supervision and also work collaboratively as part of a team.	1	Application Form / Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Hold a valid UK driving licence and be able to travel nationally on a regular basis	1	Interview
5 c)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and the Bribery Act, Prevent and commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.