

JOB DESCRIPTION

Job Title:	Employer Engagement Advisor	Grade:	SG7
Department:	Employability and Apprenticeships	Date of Job Evaluation:	
Role reports to:	Head of Employer Engagement	SOC Code	
Direct Reports			
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

As part of the Strategic plan, the University of Greenwich intends to elevate its employability support for students, alumni, and employers, as well as growing and enhancing its apprenticeship provision. The university has a long-held commitment to employment focussed degrees, and this department plays an essential part in ensuring the university is a sector leader in its relationships with employers and partners and is recognised as providing students with outstanding employability support. This role will be responsible for engaging and building strategic partnerships with relevant employers at both local and national scale, to develop sustainable talent pipelines. Coordinating employer involvement with our Service, the post holder will act as primary account manager and manage correspondence with our partners, identifying their recruitment needs and delivering solutions. The post holder will manage relationships with organisations in a 'sector cluster:' • **Cluster 1** – accountancy, finance, business, consulting, HR, hospitality, retail, sales, travel, and tourism.

KEY ACCOUNTABILITIES:

Team Specific:

Identify opportunities and methods to promote our students to a broad range of employers and relevant organisations.

- Engage and build strategic partnerships with relevant employers at both local and national scale, to develop talent pipelines and increase brand recognition.
- Provide advice and guidance to employers wanting to engage with our students and graduates, identifying their recruitment needs and delivering solutions.
- Seek opportunities with employers to create revenue-generating opportunities, e.g. sponsorship of Employability events.
- Ensure a smooth and data-compliant method of contacting employers and monitoring interactions, producing regular CRM reports when required.
- Work closely with other business-facing staff across the University to ensure a consistent working approach with key companies and sharing of business leads, so that relationships are effectively managed, resources are being used effectively and opportunities leveraged.

- Work in partnership with selected key employers to link with faculties and departments to aid curriculum design, tailored to their meet their long-term workforce development needs.
- Analyse the labour market and student aspirations trends to design an engaging programme of employer-led events.
- Research and produce occasional reports on labour market and future skills trends which can be used by the wider Employability department to inform curriculum design and content of employability support programmes.
- Attend meetings of business networking groups, professional groups and social enterprise networks, to promote the bus.

Generic:

All the members of the Service are expected to work as a team and to assist with other duties which are commensurate with the grade as required by the line manager or Head of Department.

- As a member of the Association of Graduate Careers Advisory Services (AGCAS), the Institute of Student Employers (ISE) and ASET, participate in meetings, events, training and projects appropriate to the role.

Managing Self:

- Develop and exhibit excellent organisational, planning and time management skills.
- Display logical thinking with creative problem-solving ability.
- Provide attention to detail.
- Good communication and negotiation skills.
- Have an ability to work well with others and lead team members, projects, and events.
- Demonstrate good IT skills.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

To travel to all campuses and sites of the University as and when required.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility

in working arrangements, including working hours, to ensure that the Employer Engagement team delivers the required level of service.

KEY PERFORMANCE INDICATORS:

Number of employers registered on careers platform.
 Number of graduate role and placement opportunities promoted by employers, particularly exclusive to Greenwich.
 Number of employers present at flagship events, in curriculum and within EDI events
 Rate of satisfaction of employer contacts at any engagement.

KEY RELATIONSHIPS (Internal & External):

The following list is not exhaustive, but the post holder will be required to liaise with:

- Academic colleagues.
- Professional Services colleagues.
- Students’ Union.
- External networks and contacts.

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <p>Proven success in effective liaison and networking, and the building of successful working partnerships within organisations and externally</p> <ul style="list-style-type: none"> • An understanding of the graduate recruitment / early careers landscape. • Demonstrates knowledge and understanding of how IT systems can support and enhance service delivery. • Experience of using a Career Service Management System (CSMS) or Client Relationship Management (CRM) database. <p>Skills</p> <ul style="list-style-type: none"> • The ability to use qualitative and quantitative information to critically evaluate, demonstrate and improve the effectiveness of activities. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a Higher Education or a similar relevant context (e.g. HR, recruitment, teaching, public sector) • Experience in business development or client relationship management. • Project management experience; from design to completion and delivering to budget and schedule.

- Excellent written, presentation and verbal skills, with ability to communicate clearly to a range of audiences.
- Proven ability to plan and manage projects, driving activity to completion while attending to detail.
- Strong negotiation and persuasion skills, with a creative approach to problem solving.
- Demonstrable IT skills, including use of Microsoft Office.
- Commitment to outstanding customer service, inspiring and innovative delivery and continuous quality improvement.
- Proven ability to be proactive, prioritise tasks and meet tight deadlines in a busy environment.

Qualifications

- Educated to degree level or equivalent.

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.