

JOB DESCRIPTION

Job Title: Senior Faculty Employer Engagement & placement Advisor

Grade: SG6

Department: Greenwich Business School Professional Services

Responsible to: Faculty Employer Engagement & Placement Manager

Key Contacts: Head of Education Administration, Faculty Operating Officer, Student Visa Team, Greenwich Business School Student Support Team, Business Attendance Team

Standard Occupational Classification (SoC code):

Non-Contractual Nature of Role Profile: 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.

PURPOSE OF ROLE

The Senior Faculty Employer Engagement & Placement Advisor will play a key role in developing and maintaining employer relationships that generate meaningful placement, internship, project, mentoring and graduate employment opportunities for Greenwich Business School students.

The role will focus primarily on proactive employer engagement across both undergraduate and postgraduate provision, helping to build a strong and sustainable network of employers and sector partners who actively engage with the Faculty.

The postholder will work closely with the Faculty Employer Engagement & Placement Manager to identify priority sectors, grow employer pipelines, support impactful employer events and contribute to improved placement and graduate outcomes.

The role will also support student engagement activity where required, particularly where it directly links to employer opportunities, placement readiness or recruitment activity.

KEY ACCOUNTABILITIES

Team Specific:

- Proactively identify, approach and develop relationships with employers, alumni, professional bodies and sector partners to generate placement, internship, graduate role, project and employability opportunities for students.
- Work closely with the Faculty Employer Engagement & Placement Manager to deliver the Faculty employer engagement plan, with clear targets for employer relationships, placement opportunities, student recruitment activity and sector engagement.
- Build and maintain strong relationships with employers across sectors relevant to Greenwich Business School
- Act as a key operational contact for employers, ensuring they receive a professional, responsive and well-coordinated service when engaging with the Faculty.
- Develop and support impactful employer-facing events, including recruitment fairs, employer panels, sector insight sessions, networking events, skills workshops, assessment centre preparation and employer-led activity.
- Work with academic colleagues and programme teams to identify employer engagement opportunities linked to specific disciplines, programmes and student cohorts.
- Support employers to engage with students through a range of activities including placements, internships, live briefs, guest lectures, insight days, mentoring, recruitment activity and professional development sessions.
- Maintain accurate employer engagement records, ensuring employer activity, opportunities and outcomes are recorded and used to inform future planning.
- Use employer feedback, labour market intelligence and placement outcome data to identify new opportunities and improve employer engagement activity.
- Support the generation of placement opportunities to contribute to the employability targets
- Work with the wider placements team to ensure employer opportunities are communicated clearly to students and that relevant students are supported to engage with them.
- Provide targeted student-facing support where required, including support for employer events, placement applications, recruitment activity and employability preparation.

- Work collaboratively with placement operations and compliance colleagues to ensure opportunities meet university requirements, including relevant academic, visa and placement approval processes.
- Build and maintain effective relationships across the University, including with Employability and Apprenticeships, academic departments, Faculty Student Advisors, Student Visa Team and International Office.

Generic:

- Support the Faculty's wider employability and graduate outcomes agenda by creating stronger links between students, employers and sector partners.
- Promote Greenwich Business School students and programmes to employers and external stakeholders.
- Develop a strong understanding of employer needs, graduate recruitment trends and sector-specific opportunities.
- Contribute to the planning and delivery of employer engagement campaigns, communications and events.
- Ensure employer engagement activity is inclusive and supports the needs of a diverse student population.
- Maintain accurate records using appropriate university systems, including placement databases and CRM tools.
- Ensure alignment with university policies on health and safety, data protection, equality, sustainability and accessibility.

Managing Self:

- Able to work independently with minimal supervision, demonstrating initiative and accountability.
- Able to work as part of a team to ensure that the wider administrative tasks within the Greenwich Business School are achieved.
- Take initiative in problem-solving, responding flexibly to changing priorities in a high-paced environment.
- Proactively identify areas for development in student support and placement practices.
- Demonstrate resilience, professionalism and a commitment to student success.
- Able to form close, facilitative customer relationships and an effective networker with excellent communication skills, who can establish good professional relationships with employers, university staff, professional bodies, and the student body.
- A commitment to the proactive development and maintenance of quality customer service.

- Contribute to improved graduate outcomes by supporting the smooth progression of students into quality placements and ensuring accurate and up-to-date records to inform institutional reporting.

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.

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 GBS Postgraduate Placements Support Team delivers the required level of service.

Freedom of speech and academic freedom:

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

KEY PERFORMANCE INDICATORS:

- Number of students securing and successfully completing placement within agreed timeframes.
- Student satisfaction with placement and support experience including relevant themes in the Postgraduate Taught Experience Survey (PTES).

- Number of postgraduate students in graduate-level employment or further study (Graduate Outcomes).
- Employer satisfaction and return engagement rate.
- Student engagement with placement-related workshops and support activities.
- Timeliness and accuracy of data management and reporting
- Number of partnerships established and maintained.
- Number of placement opportunities generated through employer engagement and strategic partnerships.

KEY RELATIONSHIPS (Internal & External):

- Employer Engagement and Placement Manager
- Faculty Operating Officer
- Head of Education Administration
- Senior Placement Operations Officer, Senior Faculty Placement Compliance Officer, Faculty Placement Administrative Officer, Employability Assistant
- Faculty academics: Especially Module leader, Programme leaders and Head of Departments.
- International Office
- Student Visa Team.
- Faculty Student Advisors
- Students

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience of working in employer engagement, graduate recruitment, business development, account management, external partnerships, careers, placements or a closely related field.
- Experience of building and maintaining professional relationships with employers, external partners or sector stakeholders.
- Experience of generating opportunities through external engagement, such as placements, internships, projects, recruitment activity, events, mentoring or professional partnerships.
- Experience of delivering events or initiatives involving employers, external partners, students, clients or service users.
- Experience of managing multiple stakeholders and coordinating activity across different teams or organisations.
- Experience of using data, feedback or relationship management systems to track activity, monitor outcomes and support improvement.
- Experience of working in a customer-focused or externally facing role.

Desirable Criteria

- Experience working in higher education, graduate employability, placements, careers services or student recruitment.
- Experience working with undergraduate and/or postgraduate students.
- Experience supporting employer fairs, networking sessions, sector panels or recruitment events.
- Experience contributing to Graduate Outcomes, placement targets or similar strategic KPIs.
- Understanding of placement compliance, student visa requirements or work-based learning regulations.

SKILLS:

Essential Criteria

- Excellent relationship-building skills with the ability to engage employers and external partners confidently.
- Strong communication and influencing skills, with the ability to represent the Faculty professionally.
- Ability to identify opportunities and convert employer relationships into tangible student opportunities.

- Strong organisational and project coordination skills.
- Excellent interpersonal and presentation skills.
- Ability to manage competing priorities and work accurately under pressure.
- Ability to work independently, use initiative and follow through on opportunities.
- Ability to collect, analyse and interpret data to monitor engagement and outcomes.
- Confident use of Microsoft Office, particularly Excel, Word, PowerPoint and Outlook.
- Confidence adapting to new platforms, CRM tools and placement systems.

Desirable Criteria

- Understanding of graduate recruitment and labour market trends.
- Experience using careers or placement platforms such as TargetConnect, InPlace or CareerHub.
- Ability to create employer-facing or student-facing communications and promotional content.
- Understanding of higher education employability trends.

QUALIFICATIONS:**Essential Criteria**

- Educated to degree level or equivalent.

Desirable Criteria

- Postgraduate qualification in a relevant field (e.g. higher education, careers guidance, HR, or business).
- Relevant UK professional training or certification (e.g. AGCAS, HEA Fellowship).
- Project management training or certification (e.g. PRINCE2, Agile, or equivalent)

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- An interest in student success, employer engagement, and developing innovative approaches to graduate employability

Desirable Criteria

- N/A