

JOB DESCRIPTION

Job Title:	Employer Engagement Advisor	Grade:	SG7
Department:	Employability and Apprenticeships	Date of Job Evaluation:	
Role reports to:	Head of Employer Engagement		
Direct Reports	n/a		

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:

As part of the new 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 already has a long-held commitment to employment focussed degrees, and this department will play 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.

Each post holder will manage relationships with organisations in a 'sector cluster:'

- *Cluster 1 – accountancy, finance, business, consulting, HR, hospitality, retail, sales, travel and tourism*
- *Cluster 2 –, creative arts, media, design, law, marketing, advertising, PR*
- *Cluster 3 – construction and property, engineering, information technology, science and research*
- *Cluster 4 – healthcare, education, charity, public services*

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 business benefits of partnership with the University of Greenwich.

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.

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

Additional Requirements:

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

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> <ul style="list-style-type: none"> • Proven success in effective liaison and networking, and the building of successful working partnerships within organisations and externally • 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 • 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 <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent 	<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

Personal attributes

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