

Job Description

Job title	Employer Engagement Officer
School / department	Placement and Employment Services
Grade	5
Line manager	Employer Engagement Manager

Main purpose of the job

To work within the Placements & Employment Services Team to provide a professional and responsive employment and placement service to students, schools/colleges and employers.

To facilitate the day to day activities of the Employment Service in line with the departments goals and objectives.

To oversee the internal student vacancies; coordinating employer events on campus; providing information and advice on employment related issues; using a range of IT for information, data processing and marketing purposes.

To generate leads/job opportunities for current students and graduates, by offering a consultative approach to businesses, account managing relationships with employers and supporting their recruitment activities for placement/work experience, and final year students.

To attend external employment fairs and events to generate appropriate employer engagement and promote the wider university to support the growing diversity of opportunities for employers offered within UWL e.g Apprenticeship, Enterprise.

To support the Employer Engagement Manager in any activities required

To work closely in collaboration with the Placements/academic schools/colleges to achieve a consistent balance of opportunities across all schools/colleges and in line with the university strategic plan.

Key areas of responsibility

Events

To both lead and support employer engagement activities in collaboration with the Placement Officers including delivering and publicising a calendar of events that support the objectives and promotion of part-time, placement and graduate opportunities to students and follow up with employers to source outcome of events (eg. Student and graduate opportunities undertaken) and take on board any suggestions made for future events.

To attend employer and student events to successfully generate business leads and student interest. This will involve attendance at networking events and exhibitions both internally and externally.

To ensure activities meet with requirements of legislation including Data Protection, Employment and Health and Safety Legislation.

To assist in the promotion of the Placement and Employment Service to at both internal and external events e.g UWL Open Days, Applicant days.

Student Engagement

To oversee the coordination of the UWL Talent Bank internal recruitment service

To promote the wider Placement and Employment Services to students and graduates

To cover the Placement and Employment Service pod in 'The Street' managing face to face student enquired

Employer Engagement

To proactively source suitable job opportunities for students and graduates.

To build and liaising with businesses to explain the structure and operation of the various schemes available within Placements and Employment Service and the wider University offering.

To work closely with the Employer Engagement Manager in maintaining contact and account management of relationships with local, national and global employers

To work in collaboration with the Placement Officers to ensure student placement/ work experience opportunities are developed to support the schools/colleges curriculum/placement requirements within key industries/sector.

To working in collaboration with the schools to generate lead and coordinate employer engagement in relations to Fairs and Events.

To generate and support new business leads for Placement and Employment Service through mail outs, telemarketing and other proactive routes.

To manage communication channels to employers via UWL database and issue an 'employer newsletter' to keep them abreast of any events, fairs or engagement opportunities available.

To maintain the employment database with details of prospective part-time, placements and graduate opportunities. Ensuring the database is kept up to date and in line with GDPR and generating appropriate management reports for the Employer Engagement Manager.

Academic School/College/Enterprise and Alumni Engagement

To initiate and build relationships with a range of employers both SME's, Larger corporations, local, national and global and work collaboratively with the wider departments within UWL for the purposes of sourcing internship and job opportunities for students and graduates to support the Graduate Outcomes requirements.

To support the Graduate Operations Manager with the UWL Graduate Internship scheme and Careers Campaign.

General

To manage email, telephone and face to face enquiries from students, recent graduates and employers about the Placement and Employment Service.

To undertake any other duties as and when required at the request of the Employer Engagement Manager and Head of Placement & Employment Services.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Degree or equivalent work experience (e.g. Recruitment/business development/account relationship manage	
Knowledge and experience	<p>Extensive experience of working and building relationships with employers – to set KPI's</p> <p>Previous experience and understanding of recruitment processes</p> <p>Exceptional customer Service experience</p> <p>Knowledge and understanding of the employment needs of students, graduates and employers</p> <p>Good knowledge and understanding of employment legislation and employment rights</p>	<p>Experience of working with students and graduates</p> <p>Experience of working in higher education</p>
Specific skills to the job	<p>Experience of coordinating/ managing events</p> <p>Strong organisational skills and ability to work to tight deadlines</p> <p>Excellent communication skills including written and oral, working with a wide range of clients (employers, students & graduates)</p> <p>Ability to work unsupervised, prioritise tasks and apply own initiative when required</p> <p>Accurate record keeping and attention to detail</p>	Basic web skills

	<p>Proficiency in IT e.g. database management, MS office suite and internet communication</p> <p>Knowledge and experience of using social media, in particular Twitter, Facebook and Hootsuite.</p>	
General skills	<p>Self-motivated and enthusiastic</p> <p>Ability to work under pressure</p> <p>Willingness to learn</p> <p>Able to work as part of a team and to support colleagues as necessary i.e. having a flexible approach</p> <p>A commitment to equal opportunities and working with a diverse range of people</p>	
Disclosure and Barring Scheme	This post does not require a DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		