

Job Description

Job title	Employer Engagement Officer
School / department	Placement & Employment Services, Student Services Department
Grade	5
Line manager	Employer Engagement Manager
Responsible for (direct reports)	NA
Date of creation or review	Click or tap to enter a date.

Main purpose of the job

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- To contribute to increase of graduate level employment for UWL Graduates and contributing to a positive university Graduate Outcomes metric.
- Supporting the development and delivery of the new university graduate talent bank service for employers.
- Point of contact and project lead for an allocated number of key graduate employer relationships. With set objectives to grow client base year-on-year. Also supporting strategic recruitment partnerships across third sector, regional chambers of commerce and graduate recruitment agency partners.
- Work in partnership with university recruiters, early talent professionals and UWL graduate candidates to increase graduate-level employment for UWL graduates.
- Generate leads in employer partnerships. Offering a consultative, service-led approach to employers, account managing relationships with and supporting their recruitment activities.
- Deliver employer engagement events across a number of formats (career weeks and business events).
- Represent the Placements & Employment Services Team to provide a professional and responsive employment service for students, schools/colleges and employers.

Key areas of responsibility

Employer Engagement

- To proactively source and fill suitable graduate job opportunities for final year students and recent graduates.
- With the support of the Employer Engagement Manager present to employers at internal (university business events and career weeks) and external (conferences, campaign weeks, ad-hoc recruitment talks) to position UWL as an employer partner of choice.
- To champion the university recruitment provisions available to employers across all available channels and keep employer partners updated on events and products available to them.
- Collaborate with the Employer Engagement Manager to account manage important relationships with local, national and global employers
- To work in collaboration with academic schools and colleges and the careers service under your account remit to generate leads and coordinate employer engagement activities.
- To assist in expanding the employment service business relations activity on social media channels and related online networks.

- To develop and communicate case studies, presentations, PR content and other materials to promote UWL employer partnership opportunities.
- To maintain the employment database with details of prospective part-time, placements and graduate opportunities. Making full use of the CRM system for employer engagement needs.
- Explore customisations with existing platforms and identify other platforms that may enhance the employer experience at UWL.
- To promote the university employment service provisions to external audiences, raising its profile and promoting UWL as an employer partner of choice in the early talent recruitment space.

Student & Graduate Engagement

- To support the coordination of the university internal recruitment service.
- To promote the wider Placement and Employment Services to students and graduates (internal part-time recruitment service and placement service).
- To cover the Placement and Employment Service on-campus and virtual drop-in service managing face to face and virtual student enquiries as part of a shared weekly rota.
- Present engaging content to final year students to increase use of the university graduate recruitment service.
- Where appropriate assist in the delivery of the university internal student part-time jobs service.
- Create engaging content targeted to final year and recent graduates for internal stakeholders (academic and professional staff) to promote the university graduate recruitment service.

Events

- To both lead and support employer engagement activities with other Employer Engagement colleagues. (Industry Careers Weeks, Weekly Employer Sessions)
- To attend employer and student events to successfully generate business leads and student interest. To attend external employment fairs and recruitment events (e.g. in-house recruitment expo, talent tech rising, grad jobs live,) to generate appropriate employer engagement and promote the wider university.
- 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 Graduation, Open Days, Applicant days.

Academic School/College/Enterprise and Alumni Engagement

- To initiate and build relationships with a range of employers both Start-Ups, SME's, Larger corporations, local, national and global. Working collaboratively for the purposes of securing graduate-level employment for students and graduates.
- To support the Graduate Operations Manager with the UWL Graduate Internship scheme and Careers Campaign.
- Work closely with other industry relationship stakeholders at UWL, such as our academic departments and research centers, Apprenticeships, Alumni, and the Careers Service.
- Support service in maintaining revenue to reinvest for additional employability activities.
- Build Relationship with colleagues within academic faculties to deliver employer-led employability activities.

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.
- Coordinating with Marketing and Communications engaging communications assets to attract quality graduate recruiters and capture student and graduate engagement.
- 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.
- To support the Employer Engagement Manager in any activities required.
- The above role demands a flexible approach to working hours during high-volume periods of the year (Graduate Internship recruitment phase, Graduate Calling Campaign and peak periods for the university internal

jobs service). Time in Lieu will be granted during these periods where working outside of core hours may be required.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Example Criteria	Essential	X	X	
	Degree or equivalent work experience (e.g. Recruitment/business development/account relationship management)	Essential			
	Recognised qualification or equivalent work experience in graduate recruitment experience	Desirable			
Knowledge and experience	Experience of working and building relationships with clients and meeting set KPI's	Essential			
	Experience of succeeding in a target driven environment either in a business development, client relations or a recruitment context.	Essential			
	Exceptional customer Service driven approach and experience	Essential			
	Previous experience and understanding of recruitment processes	Desirable			
	Sound knowledge of the graduate labour market	Desirable			
	Experience in improving the user experiences through service and product development.	Desirable			
	Experience of working with student and graduate engagement	Desirable			
	Excellent communication skills including written and oral, confident in presenting to a wide range of clients (employers, students & graduates)	Essential			
Specific skills to the job	Experience of coordinating/managing events	Essential			
	Strong organisational skills and ability to work to tight deadlines	Essential			



	Proficiency in IT e.g. database management, MS office suite and internet communication	Essential			
	Good knowledge and understanding of employment legislation and employment rights	Desirable			
	Knowledge of recruitment and/ or learning & development	Desirable			
	Self-motivated and enthusiastic	Essential			
General skills	Ability to work under pressure	Essential			
	Adept at managing projects in multi-stakeholder, multi- client environment.	Essential			
	Willingness to learn and keep updated with phenomena impacting industry and early talent recruitment	Essential			
	Ability to work unsupervised, prioritise tasks and apply own initiative when required	Essential			
	Accurate record keeping and attention to detail	Essential			
	Able to work as part of a team and to support colleagues as necessary i.e. having a flexible approach	Essential			
	Confident networking with ability to sell services to range of different clients across multiple industries	Essential			
Other	A commitment to equal opportunities and working with a diverse range of people	Essential			

Disclosure and Barring Scheme Is a DBS Check required: (Please Select from drop down list

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.