

## Job Description

<b>Job title</b>	Employer Engagement & Partnerships Officer
<b>School / department</b>	Student and Graduate Futures
<b>Grade</b>	5
<b>Line manager</b>	Employer Engagement Manager
<b>Responsible for (direct reports)</b>	None
<b>Date of creation or review</b>	27/06/2025

<b>Main purpose of the job</b>
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 department 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 Graduate roles.
To attend external employment fairs and events to generate appropriate employer engagement and promote a diversity of opportunities for employers offered within UWL e.g. Careers Fairs, UWL Graduate Internship Programme.
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.

<b>Key areas of responsibility</b>
<b>Events</b>
<ul style="list-style-type: none"> <li>• 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</li> </ul>

with employers to source outcome of events (e.g. 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, Graduation, 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 programme 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.

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.

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	Example Criteria	Essential	X	X	
	Degree or equivalent work experience (e.g. Recruitment/business development/account relationship manage)	Essential	X	X	
<b>Knowledge and experience</b>	Extensive experience of working and building relationships with employers – to set KPI's	Essential	X	X	
	Previous experience and understanding of recruitment processes	Essential	X	X	
	Exceptional customer Service experience	Essential	X	X	
	Knowledge and understanding of the employment needs of students, graduates and employers	Essential	X	X	X
	Good knowledge and understanding of employment legislation and employment rights	Essential	X	X	
	Experience of working with students and graduates	Desirable	X	X	
	Experience of working in higher education	Desirable	X	X	
<b>Specific skills to the job</b>	Experience of coordinating/managing events	Essential	X		
	Strong organisational skills and ability to work to tight deadlines	Essential	X	X	

<b>General skills</b>	Excellent communication skills including written and oral, working with a wide range of clients (employers, students & graduates)	Essential	X	X	
	Ability to work unsupervised, prioritise tasks and apply own initiative when required	Essential	X	X	
	Accurate record keeping and attention to detail	Essential	X	X	
	Proficiency in IT e.g. database management, MS office suite and internet communication	Essential	X	X	
	Knowledge and experience of using social media	Essential	X		
	Basic web skills	Desirable	X		
<b>General skills</b>	Self-motivated and enthusiastic	Essential	X	X	
	Ability to work under pressure	Essential	X	X	
	Willingness to learn	Essential	X		
	Able to work as part of a team and to support colleagues as necessary i.e. having a flexible approach	Essential	X		
	A commitment to equal opportunities and working with a diverse range of people	Essential	X		
<b>Disclosure and Barring Scheme</b> Is a DBS Check required: <input checked="" type="checkbox"/> <span style="border: 1px solid black; padding: 2px;">DBS</span> <span style="border: 1px solid black; padding: 2px;">This post does not require a DBS check</span> <input type="checkbox"/>					
<p>Before making a selection, please refer to the University's <a href="#">Disclosure and Barring Checks Guidance for Staff</a> and <a href="#">Criminal Convictions, Disclosures and Barring Staff Policy and Procedure</a>. If a DBS check is required for the role, a <a href="#">Check Approval Form</a> will need to be completed.</p>					
<p><sup>1</sup><b>Essential Criteria</b> 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><b>Desirable Criteria</b> 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, to determine which applicants to shortlist.</p> <p><sup>2</sup><b>Demonstration:</b> Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.</p>					