

Candidate Information

Position:	Employer Engagement Manager
School/Department:	Educational and Skills Development
Reference:	19/107791
Closing Date:	Friday 6 September 2019
Salary:	£40,792 to £50,132 per annum.
Anticipated Interview Date:	Friday 20 September 2019

JOB PURPOSE:

To lead and manage the Employer Engagement team and management of employer related activities within CES to provide a quality integrated service to employers and students. To support senior management in the planning and delivery of Queen's employer engagement and ensuring the development of events and services for employers to promote their opportunities to Queen's students through a variety of mediums including but not limited to; online vacancy board, careers fairs, targeted advertising and marketing, on campus promotions, internship programmes and other networking and educational events.

MAJOR DUTIES:

1. To lead the Employer Engagement Team and be responsible for the organisational, development and successful delivery of employer related activities.
2. As an ambassador for employability of Queen's students and graduates promote work related learning opportunities to students and graduates, to prospective recruiters ensuring that the needs of students as well as employers are considered in the development of events and services.
3. To plan and deliver Queen's employer engagement ensuring the development of events and services for employers to promote their opportunities to Queen's students through MyFuture on line vacancy board, Careers Fairs, targeted email advertising, stands on campus, internship and skills development programmes and other networking programmes.
4. Line manage a team of employer engagement professionals, by ensuring appropriate workloads are set and delivered, ensuring high standards and performance and providing ongoing training and support.
5. Work collaboratively with the Head and other members of the CES management team to agree overall strategic direction for the Careers Service and to lead in providing expertise with regard to the development of employer engagement.
6. To lead the continued development of the account management of employer relationships to increase the portfolio of productive employer relationships through maximising existing business development activities to enable an increase in the recruitment of Queen's students and recent graduates.
7. To account manage and develop relationships with a group of employers to ensure that their brand is effectively and appropriately promoted on campus and their recruitment targets are met.
8. To lead the generation of income from the delivery of employer services and to proactively identify new revenue streams.
9. To lead the development and implementation of an external engagement strategy to continue to develop relationships with employers to engage them in work related learning and graduate recruitment.
10. To provide secretariat support to the University Employers Forum in terms of developing planning agendas and content for meetings, briefing senior University colleagues and liaising with employer members, following up actions and ensuring the smooth running of meetings and events.
11. To provide the Head of Careers, Employability & Skills with relevant management information and advice on the analysis and interpretation of it so that it can be used to shape, identify and support key performance indicators for the immigration advice service and compliance in order to enhance future effectiveness.
12. To network with colleagues in AGCAS, AHECS and the wider HE sector to maintain an understanding of the current issues relating to graduate recruitment.
13. To lead on the development of management information systems, policies and procedures, risk management, data protection relating to employer engagement to ensure compliance with all University policies.

14. To identify and develop external funding opportunities for income generation from employers and other funding sources.
15. To carry out other duties which are appropriate to the post as may be reasonably requested by the Head of Careers, Employability & Skills.

Planning and Organising:

1. Ability to think strategically and be solution focussed.
2. Experience of leading and managing a team of staff in employer engagement, business development or career development e.g determining workloads, fairly and equitably.
3. Plan and organise employer engagement activity with an appreciation of the complex, longer term issues ensuring plans complement and integrate into the Divisional Operational plans.
4. Project manage specialist activities to facilitate continued improvement in employer engagement.
5. Organise and manage own time and workload.

Resource Management Responsibilities:

1. Ability and experience of planning and managing budgets.
2. Ability to work flexibly and effectively deploy resources appropriately, to adjust work priorities, team allocations when circumstances change.
3. Able to develop bids for external funding and construct budgets accordingly.
4. Contribute effectively to the resources and budget planning of the Division.

Internal and External Relationships:

1. An understanding of the complex nature of Higher Education.
2. Ability to network both internally and externally to maximise personal and departmental effectiveness.
3. Ability to work with colleagues at all levels of the University both academic and professional support in a range of formal and informal settings to facilitate own work activities and promote a holistic approach to employer engagement.
4. Ability to present and promote employer engagement and/or the Division at internal and external meetings to ensure that work of the Careers Service is appropriately represented.
5. Ability to work with senior academic staff and external networks and partnerships including developing links with professional/specialist bodies or groups.

ESSENTIAL CRITERIA:

1. Degree(or equivalent) and relevant qualification/membership of a professional body.
2. A minimum of five years' relevant experience in leading, managing and motivating a team to deliver a diverse range of programmes and services.
3. A minimum of five years' relevant experience in an employer engagement or business development role working directly with large or small businesses.
4. Experience of negotiating and influencing at a senior level.
5. Excellent project management skills.
6. Excellent ICT skills with an ability to understand and lead on the use of IT to support the work of the area.
7. Excellent oral and written communication skills.
8. Strong presentation skills.
9. Well developed analytical and problem-solving capability and a proven ability to innovate in their work.
10. Confident management style and ability to work well with people at all levels of the organisations.
11. Must be able to undertake travel locally, nationally and internationally (as appropriate).

DESIRABLE CRITERIA:

1. A relevant postgraduate qualification.
2. Recent experience in graduate recruitment and knowledge and understanding of current graduate employment markets and recruiting trends.
3. Experience of using a range of effective techniques to develop and expand productive relationships with employers.
4. Experience of developing account management systems to manage employer relationships.
5. Experience of evaluating services to demonstrate impact, and of leading quality improvement.