



Candidate Information

Position: Employer Engagement Consultant
School/Department: Education and Student Services
Reference: 23/110887
Closing Date: Monday 15 May 2023
Salary: £36,333 - £43,155 per annum
Anticipated Interview Date: Tuesday 30 May 2023

JOB PURPOSE:

To develop and manage key relationships with employers, supporting University wide employability activity, and delivering a high-quality service that enhances and increases recruitment opportunities for Queen's students and recent graduates.

MAJOR DUTIES:

1. To manage a portfolio of key employer clients ensuring they are aware of the full range of tools and services provided by Careers, Employability and Skills (CES), with focus on increasing the depth and breadth of student opportunities.
2. To increase the portfolio of productive employer relationships through business development, self-generated leads, effective communications, and networking activities.
3. To identify the recruitment needs of employers and use the most appropriate service to meet those needs.
4. To act as consultant and advise new and current employers on the best strategy to promote brand awareness and to target successfully to recruit the right students.
5. To ensure ease of access to the range of services, facilitating student engagement on campus and via the University recruitment portal 'MyFuture'.
6. To market Queen's students to prospective recruiters and promote employer activities to the students and recent graduates.
7. To liaise with colleagues in the Employer Engagement and wider CES teams, as well as key university staff across all departments, to ensure services are co-ordinated and promoted in the most effective way, and that all employer related information is kept up to date.
8. To support in sourcing work relating learning opportunities against wider university requirements, building effective relationship with the Faculty and School teams, with a view to understanding challenges and acting as a conduit for information between specialist areas and employers.
9. To be aware of current issues and news items relating to graduate recruitment and the sectors that the Careers, Employability and Skills service works with, relaying useful information to colleagues.
10. To contribute to the development and organisation of a variety of employer led skills development activities, as part of the Employer Engagement team.
11. To promote and secure employer sponsorship for CES activity and manage sponsor relationships as required.
12. To support in the development and roll out of appropriate employer focused marketing and communication and wider institutional reputation strategies.
13. To deliver own work to high quality standard and exploit opportunities for a joined-up approach within the Employer Engagement team and across other areas.
14. To participate as an active member of the Employer Engagement team, contributing to the work of the team as a whole and becoming involved in other areas as necessary.
15. To carry out other duties which are appropriate to the post as may be reasonably requested by the Employer Engagement Manager.

ESSENTIAL CRITERIA:

1. A degree in a relevant subject.

2. A minimum of three years recent experience (within last five years) relevant to the role to include:
 - Experience in business development, account management or employer engagement
 - Experience of networking and building successful relationships with a wide range of employers and other professionals.
 - Experience of managing a wide variety of stakeholders and delivering a high-quality service to meet those needs.
3. Excellent interpersonal and communication skills, including the ability to contribute fully and proactively as part of a team.
4. Excellent ICT skills.
5. Well-developed analytical and problem-solving capability.
6. Excellent planning and organisation skills.
7. Able to communicate effectively through presentations to large and small groups.
8. Committed to providing a high-quality customer-orientated service.

DESIRABLE CRITERIA:

1. Postgraduate qualification in a relevant area.
2. Membership of relevant professional body and pro-actively engaging with that body.
3. Experience of working in higher or further education.
4. Experience of operating in a target driven environment.
5. Experience of securing sponsorship and managing sponsor relationships.
6. Experience using Customer Relationship Management Systems for key account management and engagement activity.
7. Knowledge and understanding of local labour market and trends in student employment specific to the HE environment.