

JOB DESCRIPTION

Vacancy reference:	SRF40943-R
Post Title:	Account Manager, Employer Relations
Grade:	6
School/Department:	Henley Careers, Henley Business School
Reports to:	Director of Careers
Responsible for:	none

Purpose

This role is an exciting opportunity to shape not only the relationship in Henley Careers – but also influence the school in Graduate/MBA/MSc talent acquisition development. The Account Manager, Employer Relations will lead engagement with a range of organisations to increase the employment opportunities for Henley undergraduates and graduates. The Account Manager will also be responsible for event managing a number of Employer Relations events e.g. employer panels, placement fairs and poster fairs. The successful candidate will grow employer relationships, have great people skills and possess sound recruitment knowledge.

Main duties and responsibilities

Build new business activity, including:

- Establish relationships with employer for the undergraduate, graduate, Masters and MBA sector
- Develop relationships with employers to maximise placement, project, internship and graduate job opportunities, raising Henley Business School's profile across the sector
- Review relationships with employers with the Head of Relationship Manager and Key Account Manager on an annual basis
- Develop business relationships with recruiters at employers in order to create employment opportunities for Henley Business School students and Henley Careers related activities
- Promote Henley Careers' placement, project and internship provisions to employers to actively increase the number and range of employment opportunities
- Attend placement visits for employers
- Ensure placement visit documentation is completed in a timely manner
- Attend appropriate networking events to learn more about the recruitment sector. These may include events run by ISE, AGCAS, Thames Valley Chamber of Commerce and other related organizations
- Develop links with Henley alumni at employers
- Work in partnership with Henley Alumni team to keep them updates on alumni related contact and activity.
- Source and proactively investigate employer contacts/opportunities for international students both within and outside the UK
- Evaluate employer activity (number of vacancies, events) to identify relationships that could be developed further
- Build close links with other business schools and universities for benchmarking and networking purposes and looking at best practice

Manage employer accounts and Henley Career events, including:

- Deliver on overall Henley Careers employer engagement strategy
- Be the named point of contact for specific employers
- Provide client focused approach to employers at all times
- Link in employers with the wider contacts at Henley Business School ensuring a joined up approach e.g. Executive Education
- Act as the subject matter of designated area when consulting with employers and members of the Henley Careers team
- Ensure that all employer account management and events activity is recorded effectively for reporting purposes
- Contribute to Henley Careers coaching workshops by sharing content and insights with the careers consultants to coach and support Henley students
- Manage engaging and innovative employer events
- Project manage logistics for a number of Employer Relations events e.g. employer panels, placement fairs and poster fairs

Collaborate and communicate with Careers team and wider Reading University, including:

- Reporting back to University committees and boards, ensuring activity is in line with school and University strategy
- Keep up-to-date with relevant labour market information in order to contribute and share market reports with students and Henley Careers team
- Collect and analyse feedback from employer surveys and events to improve the Henley Careers service
- Participate and contribute to the overall work of the Henley Careers team, which may involve attending monthly and annual planning team events
- Work in partnership with the Central Careers team when dealing with shared employer contacts in order to maintain open and transparent lines of communication. Share best practice with Central Careers and other departments, faculties and schools within the University of Reading

Supervision received

The post-holder will report to the Director of Careers but will be expected to work with minimal supervision. They will be expected to manage their own time and set their own work schedule to meet the requirements and objective for the post.

Supervision given

None

Contact

Students, staff at all levels, external customers

Terms and conditions

Full-time permanent post. Standard hours of work are 35 hours per week but some extra hours may be required, including weekend work, dependant on the events and projects supported.

This document outlines the duties required for the time being. It is not a comprehensive or exhaustive list and the line manager may vary duties which do not change the general character of the job or the level of responsibility entailed.

Date assessed:

PERSON SPECIFICATION

Job Title	School/Department
Account Manager, Employer Relations	Henley Careers, Henley Business School

	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Ability to develop relationships with employers • Excellent communication skills • IT literate • Ability to organise and prioritise own workload • Excellent networking skills • Strong influencing skills • Drives collaboration and inclusion both internally and externally • Creative thinking to provide innovative employability initiatives • Excellent attention to detail 	<ul style="list-style-type: none"> • Proven ability to negotiate with employers • Consultation skills to provide expert advice to employers
Attainment	<ul style="list-style-type: none"> • A-level or equivalent • Relevant industry experience 	<ul style="list-style-type: none"> • Degree level or equivalent
Knowledge	<ul style="list-style-type: none"> • Experience of graduate, internship or Experienced Hire recruitment from employer/university side • Knowledge of sales techniques • Strong customer focus 	<ul style="list-style-type: none"> • Knowledge of local, national and international graduate labour markets
Relevant Experience	<ul style="list-style-type: none"> • Previous experience in a target driven role • Sales experience • Customer oriented relationship management experience • Strong event management or project management experience • Experience in industry as a recruiter or hiring manager 	<ul style="list-style-type: none"> • Previous experience working in Higher Education
Disposition	<ul style="list-style-type: none"> • Innovative: ability to come up with new ideas to solve problems • Organised: able to efficiently and effectively work with minimal supervision • Flexibility: ability to deal with ambiguity in an unstructured environment • Strong communication skills: skilled at influencing and interacting with all levels of seniority • Attention to detail • Self-motivated and able to use own initiative 	

Other	<ul style="list-style-type: none">• Willing to work outside of normal hours to cover events (including evenings and weekends), if necessary• Willing to travel as required throughout the UK and globally	
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Completed by: Matthew Searle	Date: 09/02/2018
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