

JOB DESCRIPTION

Vacancy reference:	SRF23526
Post Title:	Employer Engagement Manager
Grade:	Grade 7
School/Department:	Careers Centre
Reports to:	Director of Careers and Employability
Responsible for:	3 Business Development Account Managers, 1 Internship Coordinator

Purpose

- Lead on the coordination, development and delivery of relationships with national and international employers.
- Establishing and developing a proactive engagement strategy to promote the University of Reading as a first choice recruitment ground.

Main duties and responsibilities

Employer business development

- In consultation with the Director, devise a data- and client-driven engagement strategy for University employer relations, including an operational plan with agreed targets.
- Drive employer engagement activity within the Careers Centre across all teams, represent employer interests in Careers Centre's operational and strategic planning
- Deliver significant growth in employment opportunities, as measured by the number and range of graduate job, work experience and volunteering opportunities advertised to students. Meet targets set by annual strategic plan.
- Create an annual employer business development plan, to meet the careers activity requirements of the Careers Consultant and academics within designated faculties.
- Proactively establish relationships with relevant employers in order to promote opportunities to engage with careers activity within your designated Faculty – meeting targets set in collaboration with Careers Consultants in annual strategic plans and Partnership Agreements
- Develop and implement a strategy for engaging alumni in career activity in order to provide opportunities for employment, work experience, input to events and mentoring
- Develop and implement a strategy for engaging and working with SMEs.
- Generate income from employer business development activities eg Careers Fairs, sponsorship of events and activities.

- Create systems for evaluating and monitoring the success rate of Reading applicants, building mutually beneficial relationships with employers to plan strategies for addressing any key concerns.
- Ensure we meet the booking targets for university-wide Careers Fairs and events (Autumn fair, Law Fair, Construction Fair and Teaching Fair)
- Identify and attend relevant networking opportunities to engage with employers and raise the profile of the University of Reading, for example at ISE, AGCAS, Chambers of Commerce, LEP and Reading UK CIC events.

Management and Evaluative activities

- Provide direct line management to all members of the Employer Engagement team (4 staff), managing workload and setting individual and team objectives.
- Manage the team budget.
- Work with Careers Consultants and academic colleagues to establish and agree partnership agreements which will include faculty requirements for employer engagement activity; overseeing delivery of annual plans to meet these requirements.
- Manage the Employer Annual Survey and use the findings to provide management information on employers' satisfaction with the Careers Centre's services and the impact of our employer outreach activities.
- Manage Reading Internship Scheme and its operational processes
- Act as designated Careers centre contact for the CampusJobs team and provide informal guidance and mentoring
- Ensure all business development and employer related activity is recorded effectively and that information is kept up-to-date and accurate.

General

- Represent the Careers Centre at regional and national meetings.
- Keep up-to-date with all relevant labour market information.
- Contribute to the overall work of the Careers Centre, including reporting to appropriate
- University committees as required by the Director
- Undertake any other activities that may be required by the Director.

Supervision received

The post holder will report to the Director of Careers and Employability but will be expected to work with minimal supervision. The post holder and the Director will agree objectives and targets as appropriate. The post holder will be expected to manage their own time and set their own work schedule to meet the requirements and objectives of the job

Supervision given

The post is responsible for the line management of three Business Development Account Managers and one internship coordinator

Contact

Internal contacts including: Careers Centre, Research and Enterprise Services, Campaigns and Supporter Engagement Office, Finance, HR, University Faculties, Schools and Departments.

External contacts including; employers, local, national and international employers' representatives and professional bodies.

Terms and conditions

A significant proportion of the post-holder's time will be spent out of the office, visiting employers and attending networking events.

Some evening/weekend work may be necessary, to accommodate the needs of employers.

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

PERSON SPECIFICATION

Job Title	School/Department
Employer Engagement Manager	Careers & Employability

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Ability to establish and maintain strong business relationships and networks • Effective team management skills • Excellent interpersonal and communication skills, written and verbal • Ability to work effectively as a member of a team and to develop close and effective working relationships with academic and administrative colleagues from across the university and from a wide range of backgrounds • Entrepreneurial and business focussed • Attention to detail • Confident user of Word, PPT, Excel 	
Attainment	<ul style="list-style-type: none"> • Degree or equivalent experience 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of the national graduate labour market and latest graduate recruitment trends • Understanding of graduate employer requirements • Knowledge of sales techniques 	<ul style="list-style-type: none"> • Knowledge of international graduate recruitment processes
Relevant Experience	<ul style="list-style-type: none"> • Sales experience • Budget and staff management experience • Experience developing data- and client-driven strategies or projects 	<ul style="list-style-type: none"> • Previous experience in a HE employer engagement context
Disposition	<ul style="list-style-type: none"> • Creative: ability to think beyond the obvious • Proactive: ability to generate insightful ideas and carry them 	

	<p>through</p> <ul style="list-style-type: none"> • Flexible: ability to manage unpredictability and ambiguity • Positive attitude: ability to see how things can be achieved • Organisation: ability to effectively manage own time and priorities 	
Other	<ul style="list-style-type: none"> • Willing to work outside standard office hours • Willing to travel as necessary in the local area, UK and internationally 	

Completed by: Dr Andrea Kreideweiss	Date: 4 th June 2018
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