

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Employer Engagement Adviser
EHA1269-0121**

Reporting to: Employer Engagement Manager

Accountable to: Head of Careers

The Post

To contribute to the implementation of the university employability strategy – specifically in relation to increasing and enhancing employer engagement and activity across the university.

Working within Careers, the postholder will work with organisations, departments and faculties, successfully organising and delivering high profile employer related events, which engage the student community, supports the delivery of curricular and non-curricular employability learning, and increases engagement between the business community and the University.

Developing highly effective business relationships with employers, the postholder will seek out new contacts and create, monitor and develop relationships, to provide relevant opportunities for students and graduates.

Using initiative and expertise to provide solutions to everyday challenges, the postholder will undertake a wide range of employer liaison activities. Working closely with colleagues in Careers and across all the Faculties, identifying opportunities for departments, which will assist the University to achieve its employability objectives.

Duties and Responsibilities

1. Develop strong links with employers, identifying, researching and targeting those, who can provide opportunities to students and graduates and who can support the delivery of the employability agenda across the University.
2. Represent the University at a range of external events, both regionally and nationally, working with employers to identify their specific needs, feeding these into the most appropriate area of the University.

3. Work with colleagues within Careers and across the University to develop and maintain collaborative and effective relationships to ensure a joined-up approach, the best possible service to students and employers and the sharing of good practice.
4. Working as part of the Employer Engagement Team, contribute to the ongoing improvement of the team, its processes and procedures.
5. Provide advice and guidance relating to job descriptions and person specifications, assist employers by promoting these opportunities to students and graduates and provide statistics relating to these vacancies.
6. Organising events such as Careers Fairs, Employer Advisory Panels and Mock Assessment Centres, liaising with employers and colleagues to ensure the needs of the employer are met alongside the employability objectives of the University.
7. Ensuring the effective publicity and promotion of events, the post holder will oversee the design and production of all associated marketing materials and promotion via social media platforms.
8. Overseeing the development and implementation of an online vacancy service, being responsible for ensuring the system meets the needs of the wider team and external clients.
9. Conducting post event evaluations working with organisations to address any issues and identify measurable outcomes for the event.
10. Overseeing the maintenance of the employer aspect of the Careers website, ensuring this contains up to date case studies which celebrate the success and offer of the Employer Engagement team.
11. The post holder will be expected to liaise with external organisations and universities to share best practice & benchmark their service against others, identifying clear routes of CPD to enhance knowledge and experience and undertake any other duties as required by the Line manager and Head of Careers.
12. The post holder will identify suitable events, which provide the Employer Engagement Team and the University with an effective platform for promoting Edge Hill students and graduates.
13. Will attend exhibitions and networking events as part of the employer engagement team, identifying new opportunities for the University. This potentially may involve flexible hours and travel, including overnight stays.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 5, Points 19 - 22
 £24,461 - £26,715 per annum

Hours: 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Employer Engagement Adviser EHA1269-0121

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

| | | Essential | Desirable | *Method of assessment (I/A/S/T/P) |
|---------------------------------|--|-----------|-----------|-----------------------------------|
| Qualifications | | | | |
| 1 | Degree in any subject area | * | | A |
| Experience and Knowledge | | | | |
| 2 | Experience of using Social Media, to create effective online networks and promote the services of the Employer Engagement Team | * | | S/I/T/P |
| 3 | Experience of developing current and new client relationships, whilst identifying appropriate employment opportunities for students/graduates | * | | S/I/P |
| 4 | An understanding of employer requirements and recruitment practices | * | | I/T/P |
| 5 | Relevant knowledge of Higher Education (HE) and the requirements of HE students and Graduates seeking internships, placements and employment opportunities | * | | S/I/T/P |
| 6 | Experience of delivering small and large-scale events/projects | * | | S/I |
| 7 | Experience of planning and delivering marketing campaigns, using a variety of mediums and software packages | * | | S/I |
| Abilities/Skills | | | | |
| 8 | Ability and willingness to travel as required, including occasional early morning/late evenings for employer related events | * | | I |
| 9 | Excellent interpersonal and networking skills with the ability to communicate in all formats with internal and external colleagues at all levels | * | | S/I/P |
| 10 | Ability to collate and present appropriate data as and when required | * | | I |
| 11 | Excellent IT skills | * | | I |
| 12 | Able to research and analyse data to inform and support service delivery | * | | I |
| 13 | Ability to provide advice and guidance to employers on | * | | S/I |

| | | | | |
|----|---|---|--|-----|
| | matters relating to Job Descriptions and the advertisement of job roles | | | |
| 14 | Ability to remain up to date with employment law practices and ensure procedures regarding the advertisement of vacancies are in line with other institutions | * | | S/I |
| 15 | Professional and courteous with an ability to influence others | * | | I |

***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.