

## Job Description

### General Details

|                  |   |
|------------------|---|
| Job title:       | Employer Partnership Development Officer (EPR17-03) |
| School/Service:  | Employer Partnerships                               |
| Normal Workbase: | Stoke   |
| Tenure:          | Permanent   |
| Hours/FTE:       | Full time working 37 hours                          |
| Grade/Salary:    | Grade 6   |
| Date Prepared:   | October 2017  |

### Job Purpose

Responsible for proactively generating business opportunities from both new and existing clients to deliver income and added value opportunities. The post holder will promote the full range of University partnership opportunities from including apprenticeships, knowledge exchange, innovation and commercialisation, regional engagement, work experience, consultancy, MOD, CPD and work-based learning.

### Relationships

|                  |  |
|------------------|--|
| Reporting to:    | Employer Partnership Development Manager |
| Responsible for: | None                                     |

### Main Activities

1. Proactively create and develop business opportunities with both new and existing clients in order to generate additional business and to enhance key relationships.
2. Create opportunities for student and graduate placements (12-month sandwich and shorter placements) and internships and work experience with business and industry partners.
3. Develop strong working relationships with stakeholders across the University, to enhance identification of business opportunities.
4. Update and maintain employer files and active business opportunities on the University's CRM system.
5. Develop opportunities with employers across the full range of partnership opportunities
6. Support the recruitment of employees to courses (e.g. apprenticeships and MOD)
7. Contribute to the preparation of commercial proposals to meet employer needs
8. Contribute to the development of components of bids and proposals including technical and commercial methodologies, staffing, costing and pricing.
9. Co-ordinate and deliver client pitches and presentations.
10. Regularly communicate with team members, clients, funders and other stakeholders to ensure the successful delivery of contracts.

11. Work with key departments and academic colleagues internally to bring relationships to fruition.
12. Contribute to and develop local and regional networks to raise Staffordshire University's profile.
13. Identify, develop and nurture partnerships and collaboration, both internally and externally, including maintaining positive relationships with clients
14. Represent the University externally and actively develop and influence local and regional networks, partnerships
15. Utilise social media to promote the service's engagement with students and employers
16. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs
17. Contribute to the maintenance of a safe and healthy work environment within the Service

### **Special Conditions**

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### **Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

# Person Specification



**Job Title: Employer Partnership Development Officer (EPR17-03)**

**Service: Employer Partnerships**

*The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

| No | Selection Criteria Description   | Essential [E]<br>or<br>Desirable [D] | Assessed<br>by * |
|----|--|--------------------------------------|------------------|
| 1  | Educated to level 4 or relevant professional qualification and/or have experience of delivering professional services in either higher education or business/industry                              | E                                    | A                |
| 2  | Track record of engaging with business and industry, business development and client relationship management   | E                                    | A/I              |
| 3  | Demonstrable track record of proposal writing, pitching to clients and securing commercial contracts to meet income targets  | E                                    | A/I              |
| 4  | Strong verbal and written communication skills and the ability provide information in a thorough and timely manner using appropriate and effective communication tools and techniques              | E                                    | A/I              |
| 5  | Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, activities   | E                                    | A/I              |
| 6  | Strong financial and resource management capabilities with a track record of delivering projects on time and on budget to meet client requirements   | E                                    | A/I              |
| 7  | The ability to manage internal and external professional relationships in a positive and proactive way   | E                                    | A/I              |
| 8  | Excellent organisational and time management skills and the ability to manage multiple activities at the same time   | E                                    | A/I              |
| 9  | A strong level of digital skills to include Microsoft Office packages  | E                                    | A                |
| 10 | Self-motivated, positive thinker with a 'can do' attitude, a sense of purpose and the drive to achieve agreed goals with a commitment to deliver a high-quality student and stakeholder experience | E                                    | A/I              |
| 11 | Knowledge of the products and services available to employers  | D                                    | I                |

|                             |  |
|-----------------------------|--|
| <b>*Key</b>                 |  |
| <b>[A]</b> Application form | To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements' |
| <b>[I]</b> Interview        | To be assessed during the interview process including selection tests or presentation, as appropriate  |