

Job Description

General Details

Job title:	Employer Partnership Development Manager (EPR17-07)
School/Service:	Employer Partnerships
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours
Grade/Salary:	Grade 8
Date Prepared:	June 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 work within a team to promote the full range of University partnership opportunities from including apprenticeships, knowledge exchange, innovation and commercialisation, regional engagement, work experience, consultancy, CPD and work-based learning. The post-holder will lead the delivery of one area of employer partnership development e.g. data and opportunity management, proposal development (including tenders), recruitment (MOD/apprenticeships) or key account management.

Relationships

Reporting to:	Head of Employer Partnerships and Apprenticeships
Responsible for:	Employer Partnership Development Officers

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. Lead a thematic area of delivery e.g. data and opportunity management, proposal development (including tenders), recruitment (MOD/apprenticeships) or key account management
3. Create opportunities for student and graduate placements and internships and work experience with business and industry partners.
4. Manage Employer Partnership Development Officers to deliver targets
5. Work collaboratively with Deans of Schools and Subject Heads across the University to identify and develop new employer focused products and services.
6. Responsible for Key Client development, working across the University to maximise business potential from each client relationship.
7. Play a leading role in the development, management, review and evaluation of the University's Key Account Management systems and processes.
8. Lead the drive to achieve targets through tracking, monitoring and driving the coordination and monitoring employer partnerships development e.g. data and opportunity management, proposal and tender

development.

9. Develop strong working relationships with stakeholders across the University, including SLT, Deans of Schools and School Senior Management teams to enhance identification of business opportunities.
10. Update and maintain client files and active business opportunities on the University's CRM system.
11. Present regularly at Service team meetings, other University meetings and fora on client relationships and business opportunities.
12. Prepare commercial proposals to meet employer needs
13. Manage all components of bids and proposals including technical and commercial methodologies, staffing, costing and pricing.
14. Develop responses to client tenders in collaboration with colleagues in the Institute of Research and Knowledge Exchange
15. Regularly communicate with team members, clients, funders and other stakeholders to ensure the successful delivery of contracts.
16. Meet income, employer meetings and opportunity development targets
17. Contribute to and develop local and regional networks and work with senior university staff to raise Staffordshire University's profile.
18. Identify, develop and nurture partnerships and collaboration, both internally and externally, including maintaining positive relationships with clients, funding bodies and other external stakeholders.
19. Represent the University externally and actively develop and influence local and regional networks, partnerships, and strategic alliances.
20. Utilise social media to promote the service's engagement with students and employers
21. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs
22. 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).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Person Specification

Job Title: Employer Partnership Development Manager (EPR17/07)

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] or Desirable [D]	Assessed by *
1	Possess a second degree, relevant professional qualification and/or have significant 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 research and analytical skills and the ability to interpret and present complex data and information	E	A/I
5	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
6	Creative thinker and problem solver with the ability to assess situations, identify problems and their causes, gather and process relevant information, and make recommendations and/or resolve the problem	E	A/I
7	Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, activities	E	A/I
8	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
9	Ability to create and manage virtual cross-intuitional and cross-organisational teams to deliver research, consultancy or training programmes	E	A/I
10	The ability to manage internal and external professional relationships in a positive and proactive way	E	A/I
11	Excellent organisational and time management skills and the ability to manage multiple activities at the same time	E	A/I
12	A strong level of digital skills to include Microsoft Office packages	E	A

13	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	I
14	Experience of motivating a direct and indirect team to work together deliver income targets	D	A
15	Knowledge of the products and services available to employers	D	I

*Key	
[A] 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'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate