

Job Description

General Details	
Job title:	Employer Partnership Development Advisor (Work Experience) (EP17/01)
School/Service:	Employer Partnerships
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours
Grade/Salary:	Grade 5
Date Prepared:	June 2017

Job Purpose
Facilitates the development of opportunities for work experience (including 12-month sandwich placements) and student and graduate recruitment into part-time student and permanent placement. Develop relationships on-campus and with external employers to meet targets to enhance the student experience and promote student and graduate employability.

Relationships
Reporting to: Employer Partnership Development Consultant (Work Experience)
Responsible for: None

Main Activities
<ol style="list-style-type: none"> 1. Handle temporary and graduate assignments on behalf of a portfolio of employers. This will include discussion of recruitment needs with clients and advising where necessary on rates and issuing terms of business. Writing job advertisements and placing these on the Unitemps website or liaising with others to publish elsewhere. Monitoring online applications for each post and taking decisions where necessary to post the assignment to other websites to ensure appropriate candidates are sourced. 2. Generate opportunities for the development of work experience as a whole e.g. placements, internships and unitemps, expanding accounts where appropriate. 3. Pre-filter suitable candidates and arranging interviews where appropriate. 4. Allocate candidates to bookings ensuring that client and candidate correspondence and records are issued promptly, taking up references, checking candidate ID and timely completion of payroll documentation. 5. Support the advertisement of vacancies for employers 6. Provide candidates with application advice and referral to Student and Graduate Employability Advisors for coaching preparation for interviews 7. Maintaining a current usage pipeline document to predict future new business. 8. Update employer relationships within the Unitemps and CRM database or referral elsewhere and to keep accurate records 9. Assist the Employer Partnerships Development Consultant to plan and implement marketing campaigns. 10. Undertake regular visits to key clients within their own portfolio to ensure continuity of relationships and usage

maximisation and a high standard of customer service.

11. Keep accurate records in the Unitemps and CRM database of all usage activity.
12. Utilise social media to promote the service's engagement with students and employers
13. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs
14. 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 and client premises within the UK 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 Advisor (Work Experience) (EP17/01)

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	Educated to A-Level/BTEC or equivalent	E	A
2	Demonstrable recruitment and sales experience, gained within a business to business sales environment or recruitment agency.	E	A/I
3	Demonstrable knowledge of the job recruitment industry and practice	E	A/I
4	A proven track record of achieving income generation targets	E	A/I
5	Ability to travel to client premises	E	A
6	High level of personal integrity and confidentiality	E	I
7	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 experience	E	A/I
8	Excellent verbal and written communication skills with the ability to convey information to a diverse audience of internal and external stakeholders	E	A
9	Excellent organisational and time management skills	E	A/I
10	A strong level of digital skills to include Microsoft Office packages	E	A
11	Knowledge of and experience of working with the complexities of employment legislation	D	A/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