

Job Description

General Details

Job title:	Work Experience and Placements Consultant
School/Service:	Employer Partnerships
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours
Grade/Salary:	Grade 7
Date Prepared:	May 2018

Job Purpose

Responsible for proactively developing business relationships and generating business opportunities from both new and existing clients. The post holder will lead and coordinate the delivery of the Unitemps franchise and to deliver income and opportunity development targets and promote the full range of work experience opportunities including increasing the number of 12-month sandwich placements to enhance student and graduate employability.

Relationships

Reporting to:	Head of Employer Partnerships and Apprenticeships
Responsible for:	Employer Partnership Development Advisors (Work Experience)

Main Activities

1. Day to day liaison with the Unitemps franchise owner to manage the delivery of the Unitemps franchise at Staffordshire University
2. Responsible for handling employer vacancies on behalf of a portfolio of employers. This will include discussion of recruitment and wider work experience with clients and advising where necessary on rates and issuing terms of business.
3. Developing opportunities to increase the number of sandwich placements. This will include leading and managing institutional processes and (IT and operational) systems.
4. Responsible for ensuring all staff have up to date knowledge of employment legislation and that there is sufficient process in place to be compliant e.g. with UKVI regulations. Conducting staff training where appropriate
5. Supporting the team to write job advertisements and placing these on the Unitemps website or liaising with others to publish on graduate jobs.
6. Collaborate across the Service to monitor and deliver the work experience guarantee

7. Responsible for generating new business through, telesales, marketing and attending networking events.
8. Identifying opportunities for wider engagement with employers and referral to the Employer Partnerships Development Managers and Officers
9. Maintaining a current usage pipeline document to predict future new business.
10. Monitoring online applications for each post and taking decisions where necessary to post the assignment to other websites to ensure appropriate candidates are sourced.
11. Pre-filtering suitable candidates and working with Employer Partnerships Employability Coordinators to arrange interviews where appropriate.
12. Main point of contact for all senior clients and making decisions on scenarios such as fee negotiations. Dealing with any escalated issues and advising the team on policy
13. Provide candidates with application advice and referral to Student and Graduate Employability Advisors for coaching preparation for interviews
14. Keeping accurate records in the Unitemps and CRM database
15. Preparation of e-shot and mail shot material and other marketing literature, requiring excellent written communication skills and ability to proof read accurately.
16. Utilise social media to promote the service's engagement with students and employers
17. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs
18. 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.