

## Job Description

Staffordshire University Services Ltd

General Details	
Job title:	Recruitment Development Officer (PEQF-EP19-01)
School/Service:	Employer Partnerships
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 37 hours per week/1.0 FTE
Grade/Salary:	Grade 6
Date Prepared:	April 2019

Job Purpose
Responsible for supporting the School of Law, Policing and Forensics to recruit students for policing education and CPD programmes. The post holder will promote programmes to a wide range of potential applicants through open days, events and direct engagement with employers. They will support employers and the School/Institute of Policing with the recruitment process and assess applicant eligibility and undertake initial needs assessment through to registration, enrolment and completion of all paperwork to ensure compliance with all relevant regulations.

Relationships
Reporting to: Employer Partnerships Development Manager
Responsible for: None

Main Activities
<ul style="list-style-type: none"> <li>Proactively collaborate with employers to support the recruitment to police education and CPD programmes.</li> <li>Undertake eligibility assessments to determine the appropriate study route for applicants.</li> <li>Work with employer partners to develop, implement and monitor systems and processes for evaluating and reporting on recruitment data (including monitoring applications data for equality, diversity and inclusion).</li> <li>Support applicants to accurately complete initial needs assessment, including one to one and group support and delivery of training for employers.</li> <li>Make initial recommendations prior learning of apprentices to academic staff based on initial needs assessment.</li> <li>Provide training and guidance to applicants and employers to enable completion of registration and</li> </ul>

enrolment actions including SITS and Aptem processes.

- Provide support and ensure the full completion of ESFA compliant recruitment, application and enrolment paperwork for police apprenticeships.
- Develop strong working relationships with internal and external stakeholders to enhance identification of business and recruitment opportunities.
- Produce evaluation reports on activity and targets on a monthly basis and update and maintain employer files and active business opportunities on the University's CRM system.
- Work with Director of Institute of Policing and the School associate Dean, Recruitment in delivering an annual plan of recruitment activity within a targeted group.
- Deliver information, advice and guidance and outreach at events, both on and off campus including recruitment events, Open Days, UCAS Events, Careers Events and Fairs.
- Regularly communicate with team members, employers and other stakeholders to ensure the successful delivery of contracts.
- Work with key departments and academic and professional support colleagues internally to bring relationships to fruition.
- Represent the University externally and actively develop and influence local and regional networks, partnerships.
- Utilise social media to promote the successes and opportunities with students and employers.
- Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- Contribute to the maintenance of a safe and healthy work environment within the Service.

### Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel nationally as part of the role.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

### Variation to Job Description

The employer 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

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on

the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **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.