

Job Description

General Details

Job title:	Business Development Coordinator (EP19/04i)
School/Service:	Employer Partnerships
Normal Work base:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Part Time, working 29.6 Hours per week (0.8fte); reducing to 22.2 Hours Per week (0.6fte) after 12 months
Grade/Salary:	Grade 4
Date Prepared:	May 2019

Job Purpose

Acting as the first contact point in the provision of a professional operational support service within the service to ensure the effective development and delivery of provision. The post holder will provide support to ensure data about employers sponsoring work experience is accurately recorded. The post holder will provide direct support for income generation and facilitate roles and work experience for external and internal clients as required.

Relationships

Reporting to:	Business Development Consultant
Responsible for:	None

Main Activities

1. Provide effective and efficient administrative and operations coordination support to the Unitemps team
2. Support the production and delivery of collateral to promote Unitemps provision
3. Support the organisation of meetings, seminars, conferences or other service-related events to increase the number of Unitemps roles and candidates
4. Utilise social media to promote the service's engagement with students and employers
5. Support the Unitemps team to track and monitor the development of new Unitemps roles to highlight the latest developments
6. Guided by the Business Development Consultant and Head of service, undertake data look up and entry activities to ensure all data for apprentices is accurately reported

7. Provide support with the production of accurate and detailed reports, updates and evidence to meet audit requirements, adhering to deadlines set by external bodies and consortium partners, to produce accurate and detailed reports, project updates and evidence to meet audit requirements.
8. Provide administrative support to support activities relating to business development, client relationship management and apprenticeship development
9. To liaise with the external stakeholders on administration issues in order to maintain a positive working relationship.
10. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
11. Contribute to the maintenance of a safe and healthy work environment within the Service

Special Conditions

This post is offered on a permanent basis, initially working part-time 29.6 hours per week (0.8fte). The post will reduce to 22.2 Hours Per Week (0.6fte) after 12 months.

The role holder may 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.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

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.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Marek Hornak; Head of Employer Partnerships and Apprentices (Email) Marek.Hornak@staffs.ac.uk

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.