

Job Description

Staffordshire University Services Ltd

General Details

Job title:	Employer Partnerships Development Co-ordinator (EP17/12)
School/Service:	Employer Partnerships
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full-Time, 37 Hours Per Week
Grade/Salary:	Grade 4
Date Prepared:	March 2019

Job Purpose

Acting as the first contact point in the provision of a confidential, professional support service and providing a comprehensive coordination and administration service to the Employer Partnerships business development team to actively ensure employer partnerships development managers/ officers are supported to deliver benefits to students and Academic Schools and employers. The post holder will coordinate the promotion of the service's engagement with students and employers through social media and coordinate stakeholder engagement at events.

Relationships

Reporting to:	Employer Partnerships Development Manager
Responsible for:	None

Main Activities

1. Provide proactive effective and efficient administrative support to the Business Development Team ensuring deadlines are adhered to.
2. Provide effective and efficient administrative and operations coordination support to the Business Development Team to ensure the monitoring of employer enquiries and leads.
3. Provide administrative support to support activities relating to business development, client relationship management and employers' recruitment.
4. To liaise with the external stakeholders on administration issues in order to maintain a positive working relationship.
5. Support the organisation of meetings, seminars, conferences or other business development related events to increase the number of employers collaborating with the university
6. Utilise social media to promote the service's engagement with students and employers
7. Guided by the Employer Partnerships Development Managers/Officers, undertake data look up and entry activities to ensure all data for employer partnerships is accurately reported
8. Support the Employer Partnerships business development team to produce and manipulate data for

utilisation in reports

9. Provide support with the production of accurate and detailed reports, project updates and evidence to meet audit requirements, adhering to deadlines set by external funding bodies and consortium partners, to produce accurate and detailed reports, project updates and evidence to meet audit requirements.
10. Proactively manage the main employer enquiry line and inboxes.
11. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
12. 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

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 (SUS Ltd) 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 Services Limited (SUS Ltd) 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.