

Job Description

Job title	Employer Partnerships Development Coordinator
School/Service	Centre for Business, Innovation and Enterprise
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 4
FTE	37 hours per week/ 1.0 FTE
Date prepared	October 2021

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 Unitemps 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: Business Development Officer
 Responsible for: No line management responsibility

Main Activities

- Provide proactive effective and efficient administrative support to the Unitemps Business Development Team ensuring deadlines are adhered to.
- Provide effective and efficient administrative and operations coordination support to the Unitemps Business Development Team to ensure the monitoring of employer enquiries and leads.
- Provide administrative support to support activities relating to business development, invoicing, client relationship management and employers' recruitment.
- To liaise with the external stakeholders on administration issues in order to maintain a positive working relationship.
- Support the organisation of meetings, seminars, conferences or other business development related events to increase the number of employers collaborating with the university.
- Utilise social media to promote the service's engagement with students and employers.

- Guided by the business development team, undertake data look up and entry activities to ensure all data for employer partnerships is accurately reported.
- Support the Unitemps business development team to produce and manipulate data for utilisation in reports.
- 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.
- Proactively manage the main employer enquiry line and inboxes.
- 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.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

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.

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.

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.

Staffordshire University will use anonymous application forms for this role, however we recognise that applicants may want to include additional information demonstrating their research or publications. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.