



Staffordshire
University
Services Limited

Job Description

Job Title	Business Engagement Development Coordinator
School/Service/Institute	Business Engagement
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 4
FTE/Hours	1 X FTE

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:	None
Key working relationships:	Schools, services, Student and Graduate Employability, employers, students, graduates

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 Unitmeps 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

Special Conditions

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The 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 postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. 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 applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

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