



**IMPACT**

## Employer Engagement Coordinator

**Reference:** R210495

**Salary:** £23487 to £25627

**Contract Type:** Fixed Term Contract (12 Months)

**Basis:** Full Time

# Job description

## Job Purpose:

Your contribution to Aston's mission, *exploitable research, and employable graduates* will be to support the Careers+Placements Team's strategic key performance indicators with a particular focus on Employer Engagement.

- ▶ 100% placements by 2023
- ▶ 80% of graduates in graduate level destinations 15 months after graduation
- ▶ Offering an exceptional experience to Aston's students, graduates and employers.

Reporting to the Graduate Employer Engagement Manager, your role will include tasks to support both the outcomes of the Higher Level Skills Match (HLSM) project and the aims of the wider Careers+Placements department at Aston University. The Higher Level Skills Match (HLSM) has been created with and for businesses to support SME growth and employability within the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Area. This project is part-funded by the European Social Fund and is in line with key objectives held by Careers+Placements.

Working closely with the Graduate team, you will be responsible for generating employment opportunities for Final Year students and recent Aston graduates. In addition, you will ensure administration for tasks are completed to the highest degree of accuracy. You will have a keen eye for detail and work collaboratively with the team to ensure tasks are completed accurately and to deadlines.

## Main duties and responsibilities

- ▶ Working closely with the Employer Team, you will successfully deliver project outputs in accordance with required quality standards of the Higher Level Skills Match.
- ▶ You will be responsible for the completion of all administration tasks as required by the HLSM project to ensure compliance in procedures.
- ▶ You will proactively source suitable graduate opportunities for final year students and recent graduates within the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Area and nationally.
- ▶ Working closely with the Employer Team, you will answer queries from employers relating to the various services as offered to them by Careers+Placements such as, the Santander SME Internship fund, Talent Bank etc.
- ▶ You will match and shortlist students, finalists, graduates and postgraduates to vacancies as part of Talent Bank activity.
- ▶ Working in collaboration with internal teams, you will deliver an employer engagement plan to increase graduate and placement opportunities, to include bulletins and social media activities.
- ▶ You will generate new business leads for Careers+Placements through mail outs, telemarketing and other proactive routes. As part of the marketing fulfilment process you will monitor the quantity and quality of new business leads performance across the team.
- ▶ You will be responsible for the upkeep of the University CRM system or other associated databases with details of prospective Careers and Placements providers and progress. Using this information you will provide regular updates and reports to the Employer Engagement Manager.
- ▶ You will provide assistance with coordinating and publicising a calendar of employer events for Careers+Placements. This can include leading on events linked to your designated work strand and providing support at the Careers Fairs as required.

- ▶ You will attend employer and student events to successfully generate business leads and graduate/student interest. This will involve attendance at networking events and exhibitions
- ▶ You will ensure activities meet with requirements of legislation including Data Protection, Employment and Health and Safety Legislation
- ▶ You will undertake any other duties as and when required at the request of the Director of Student Employability and other heads of department.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

# Person specification

|                                     | Essential   | Method of assessment           |
|-------------------------------------|---|--------------------------------|
| <b>Education and qualifications</b> | Educated to A level or equivalent, or experience in a similar level and type of role  | Application form               |
| <b>Experience</b>                   | <p>Experience of recruitment and/or business development</p> <p>Experience of delivering excellent customer service to diverse stakeholders, including supporting customers remotely and face to face</p> <p>Experience of working to targets or KPIs</p> <p>Experience of relationship management, both face to face and over the telephone</p> <p>Identifying customer needs and managing expectations, including objection handling and selling benefits of a service</p> <p>Exposure to CRM packages, online content management</p> | Application form and interview |
| <b>Aptitude and skills</b>          | <p>Ability to work both independently and collaboratively</p> <p>Ability to work under pressure to meet deadlines and achieve targets</p> <p>Able to analyse problems and use judgment to identify and provide pragmatic and workable solutions</p> <p>Ability to think creatively with a proactive approach in generating insightful ideas and carrying them forward</p> <p>A flexible and collaborative approach with the ability to manage unpredictability</p>  | Application form and interview |

|                                     | Desirable  | Method of assessment           |
|-------------------------------------|--|--------------------------------|
| <b>Education and qualifications</b> | Degree or equivalent   | Application form               |
| <b>Experience</b>                   | <p>Further qualification relating to any aspect of the role</p> <p>Experience of being part of a team within further/higher education or similar environment to deliver employability services</p> | Application form and interview |



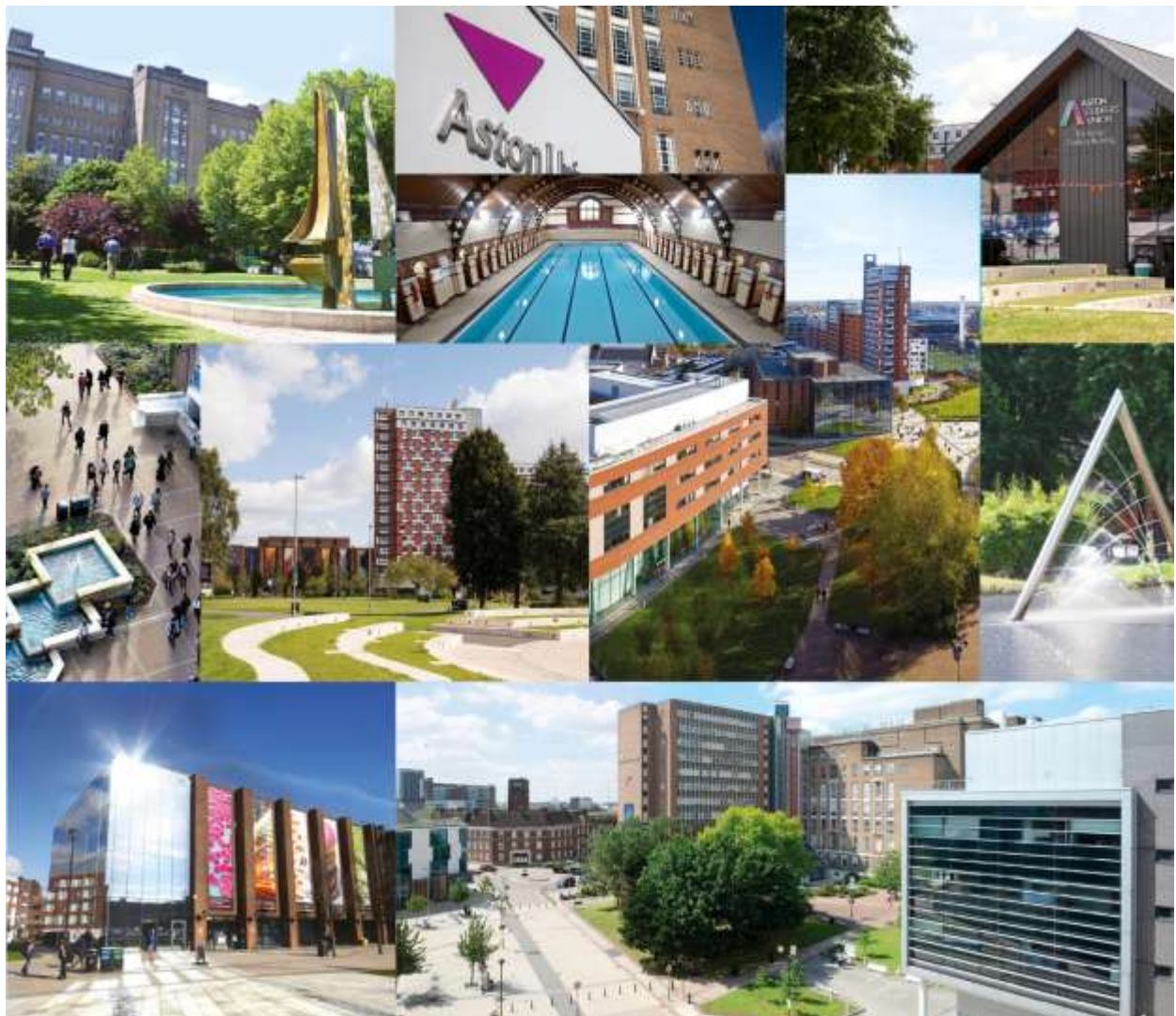
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



## Contact information

### Enquiries about the vacancy:

Name: Angie Robinson  
Job Title: Head Of Student And Employer Engagement  
Email: a.robinson1@aston.ac.uk

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed as an exception under the act.

### Eligibility to work in the UK:

#### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens) need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

#### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa** <https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa. <https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

**Aston University**  
**Birmingham**  
**B4 7ET, UK.**  
**+44 (0)121 204 3000**  
**aston.ac.uk**



**Where change  
gets real.**