



# OPPORTUNITY

## Employer Engagement Executive

**Reference:** 0108-23  
**Grade:** 7  
**Salary:** £28,929 to £34,314 per annum, depending on experience  
**Contract Type:** Fixed Term to 31/07/2023  
**Basis:** Full Time

# Job description

## Job Purpose:

Reporting to the Graduate Employer Engagement Manager, your role will encompass a variety of tasks to support both the outcome of the Higher Level Skills Match (HLSM) and the aims of the wider Careers and Placements department at Aston University. You will provide a coordinated and proactive approach, supporting students and recent Aston graduates to secure graduate level employment in turn, ensuring the successful delivery of these graduate based targets and work closely with other teams and industry facing departments to provide an effective interface for employers engaging with the 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. Working closely with the HLSM consortium you will be responsible for coordinating the delivery of Aston's targets to support SMEs by December 2023. This project is part-funded by the European Social Fund and is in line with key objectives held by Careers and Placements.

You will work with the Graduate Employer Engagement Manager to explore how best to embed SME engagement into business-as-usual activity.

## Job Description:

- ▶ Employability is central to our university mission, and always has been. Our employability offer and performance is an important part of the University value proposition and is a key student recruitment and attraction tool. It is also intrinsically connected to the student experience, our alumni offer and learning and teaching as well as research and knowledge exchange. More widely it is part of the commitment Aston makes to students and graduates which transforms lives.
- ▶ Your contribution to Aston's mission, exploitable research and employable graduates, will be to support the Careers and Placements Team's strategic aim of maximising positive graduate destination outcomes for all students with a particular focus on Employer Engagement.
- ▶ Responsible for generating opportunities for current students and graduates, you will offer a consultative approach to businesses, developing new business relationships, and account managing key existing employer relationships.

## Main duties and responsibilities

- ▶ Coordinating Aston's contribution towards the ESF funded Higher Level Skills Match project (HLSM) in conjunction with Birmingham City University and Newman University, you will successfully deliver project outputs in accordance with required quality standards.
- ▶ You will be responsible for the completion of all administration tasks as required by the HLSM project to ensure compliance in procedures.
- ▶ Consulting with businesses to explain the structure and operation of the various schemes available within Careers and Placements, you will proactively source suitable graduate opportunities for final year students and recent graduates.
- ▶ You will provide first point of contact and account manage relationships with employers eligible for the HLSM project. These will be based within the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Area.

- ▶ Understanding the range of services delivered by Aston University for SMEs, you will signpost businesses to relevant schemes to support growth in this area.
- ▶ You will explore how best to embed SME engagement into business-as-usual activity once the HLSM project ends.
- ▶ Working in collaboration with the Colleges and working with internal teams you will coordinate an employer engagement plan to increase placement and graduate opportunities.
- ▶ Generate new business leads for Careers and Placements through networking, telemarketing, mail outs and other proactive routes.
- ▶ Maintain the CRM systems 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.
- ▶ Coordinate and support activity with all Careers and Placements teams including delivering and publicising a calendar of events that support the objectives and promotion of opportunities to students and graduates.
- ▶ Attend employer and student events to successfully generate business leads and student interest. This will involve attendance at networking events and exhibitions.
- ▶ Ensure activities meet with requirements of legislation including GDPR/Data Protection, Employment and Health and Safety Legislation.
- ▶ 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.	Application form
<b>Experience</b>	<p>Experience of B2B business development and/or recruitment.</p> <p>Experience of business relationship management, able to demonstrate successful outcomes as a result of applying an account management approach.</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 and meeting/exceeding KPIs and/or targets.</p> <p>Exposure to CRM packages and online content management.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>High level relationship-building skills with a wide range of stakeholders.</p> <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>A flexible and collaborative approach with the ability to manage unpredictability.</p> <p>Able to identify customer needs and manage expectations, including objection handling and selling benefits of a service.</p>	Application form and interview

	Essential	Method of assessment
	<p>Excellent oral and written communication skills.</p> <p>Excellent IT skills: including MS Office suite.</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	Further qualifications relating to any aspects of the role.	Application form
<b>Experience</b>	<p>Experience of working within further/higher education or similar environment to deliver employability services</p> <p>Experience of or a demonstrated interest in providing business support services to start-ups and SMEs.</p>	Application form and interview

# How to apply

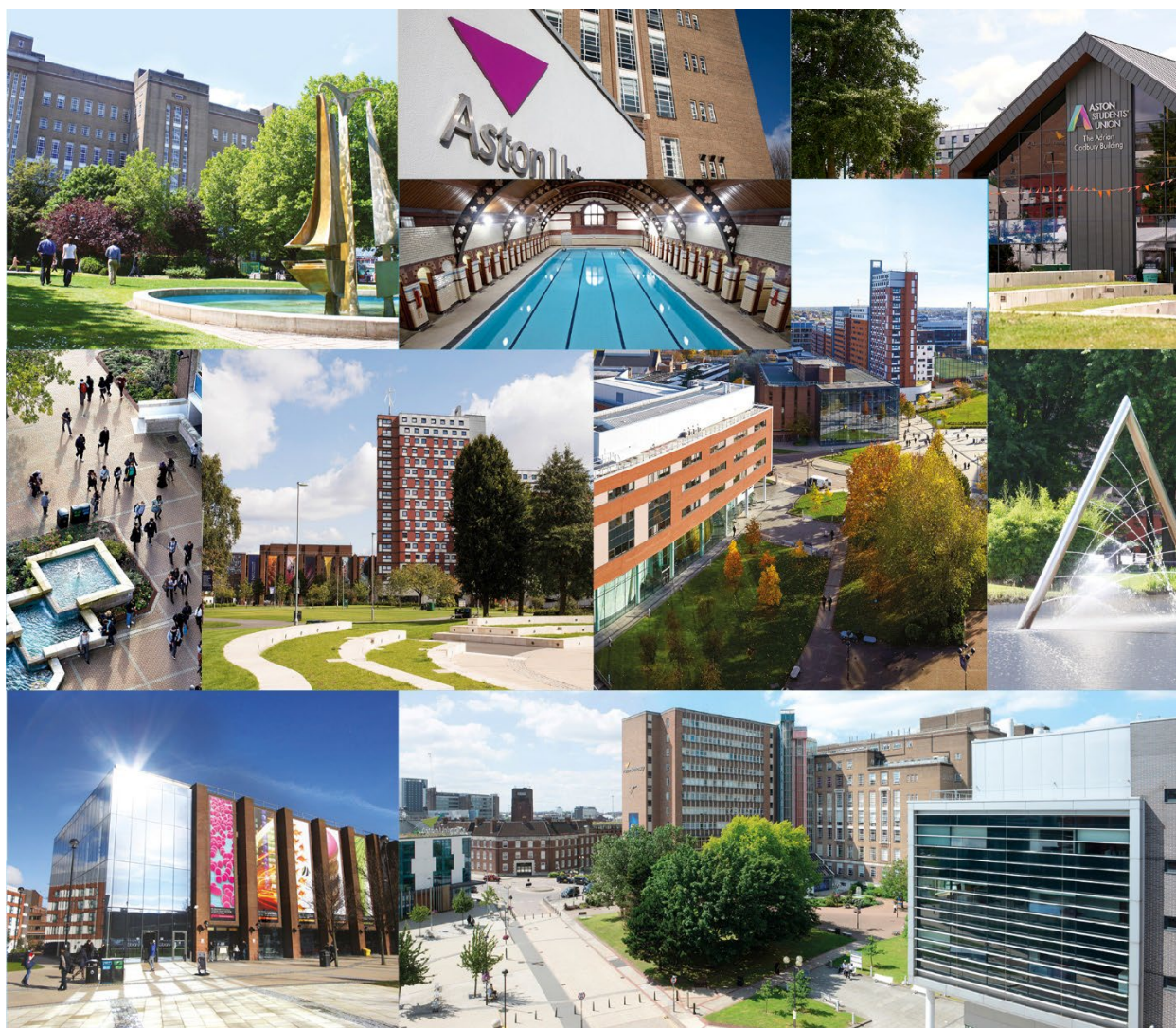
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59hrs GMT 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: Matilda Blackwell  
Job Title: Employer Engagement Manager  
Email: [m.blackwell@aston.ac.uk](mailto:m.blackwell@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 the salary scales and benefits that 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 applying for is listed 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, including meeting the English Language 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**

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**aston.ac.uk**



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gets real.**