



OPPORTUNITY

Graduate Employer Engagement Manager (Internal Only)

Reference: 0709-23

Grade: 8

Salary: £37,099 to £44,263, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

Reporting to the Head of Student and Employer Engagement, your activities will contribute directly to the employability of Aston's graduates. You will be responsible for a coordinated and proactive approach, supporting Final Year students and recent Aston graduates to secure graduate level employment. Managing a small graduate focused employer engagement team, you will ensure the successful delivery of graduate based targets and work closely with other teams and industry facing departments to provide an effective interface for employers engaging with the University.

Main duties and responsibilities

- ▶ Act as line manager to a small team, providing day to day developmental support. Through leadership, create a climate that not only achieves objectives, but also fosters team working and collaboration. This will require you to lead on the recruitment, induction, training and coaching of new and current team members of your team.
- ▶ Ensure the successful delivery of Graduate Outcome targets which will have a direct impact on league tables and Aston's strong reputation for employable graduates. Proactively source and increase suitable opportunities for graduates within businesses/organisations in the UK including:
 - a. Developing and managing employer relationships at all stages of the process
 - b. Understanding graduate needs and tailoring business development to match (working closely with the graduate facing team)
- ▶ Lead on business development for the IT and Technology sector. Work closely with the student-facing team, academics, and other University departments to understand the needs of placement students and graduates with a particular focus on IT and Technology-related courses. Ensure this aligns with the University's strategic priorities.
- ▶ Maintain relationships with existing placement/graduate recruiters and optimise opportunities for Aston's students/graduates within these organisations. Seek to provide excellent customer service and to improve satisfaction wherever possible. Devise standards and processes that will deliver a consistently excellent level of service, using methods including coaching to enable your team to achieve this.
- ▶ Engage with organisations to understand their talent needs, as well as facilitate recruitment and networking opportunities.
- ▶ Oversee the successful delivery of outputs for externally funded projects which promote employment and support positive graduate outcomes, such as the Higher-Level Skills Match (HLSM) project. Motivating and inspiring the project team to deliver project outputs in accordance with required quality standards.
- ▶ Develop and deliver bursary schemes such as Santander Internships in accordance with the appropriate eligibility criteria. Motivate and inspire the team to utilise the bursaries with their business engagement. Complete the necessary processes to maintain compliance.
- ▶ Lead on business development for the IT and Technology sector. Work closely with the student-facing team, academics, and other University departments to understand the needs of placement students and graduates with a particular focus on IT and

Technology-related courses. Account managing strategic partners aligned to this sector. Ensure this aligns with the University's strategic priorities.

- ▶ Take a proactive approach to using data. Collect and use various sources of internal and external data including labour market intelligence (LMI) to inform planning and drive activity.
- ▶ Monitor and evaluate impact of initiatives and activities, providing regular reporting/evaluation to the Head of Student & Employer Engagement. Ensure effective collaboration with the Research Knowledge Exchange (RKE), Alumni Relations and Development Team (ARD) and other industry facing staff to provide an effective interface for employers engaging with the University.
- ▶ Feed into the development of content for employer facing marketing materials, social media channels and communities such as Aston for Life.
- ▶ Represent the wider team at relevant committee meetings, external employability conferences or other groups. Contributing to the wider professional community by sharing or developing good practice.
- ▶ Actively support careers and recruitment fairs, employer led events and open days along with other employability or university related activities which may on occasion take place during an evening or at the weekend or other out of hours working.
- ▶ Contribute to the aims of the wider department, University and immediate team through your objectives, demonstrating the high-performance culture in your everyday work and being a good citizen of Aston.
- ▶ Ensure activities comply with relevant Data Protection, Health and Safety, Equal Opportunities and other relevant employment related legislation.
- ▶ You will undertake any other duties commensurate with the grade as required.

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
Education and qualifications	Educated to Degree level or equivalent work experience.	Application form
Experience	<p>Experience of strategic planning for recruitment, B2B relationship management, account management and/or business development.</p> <p>Experience of managing individuals and complex teams; with particular emphasis on motivating staff to set and achieve high performance standards</p> <p>Experience of improving relationship management and 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, including motivating a team to deliver the same results</p> <p>Experience of using complex data to inform delivery and experience of report writing</p> <p>Experience of managing projects to deliver against specific targets</p> <p>Experience of influencing others at a senior management level</p> <p>Experience of delivering services for diverse stakeholders</p> <p>Knowledge of and sensitivity towards issues which can affect students and graduates in the UK.</p>	Application form and interview

	Essential	Method of assessment
	Exposure to CRM packages, online content management.	
Aptitude and skills	<p>High level relationship-building skills with a wide range of stakeholders.</p> <p>Demonstrates positive leadership and management qualities Able to coach and develop others to success</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>Demonstrable copywriting, proof reading and editing skills</p> <p>Demonstrable engaging presentation skills</p> <p>Demonstrable attention to detail</p> <p>Willingness and availability to attend evening events</p>	Application form and interview

	Desirable	Method of assessment
Education and qualifications	Further qualifications in studies relating to people management, business and/or marketing	Application form
Experience	Previous budget management of small sums	Application form and interview

	Desirable	Method of assessment
	<p>Experience in the use of social media for professional purposes and maintaining online communications</p> <p>Experience of supplier management and liaison and/or purchasing</p>	
Aptitude and skills	<p>Knowledge of graduate recruitment and/or the graduate labour market</p> <p>Understanding of recruitment and selection processes</p>	Application Form

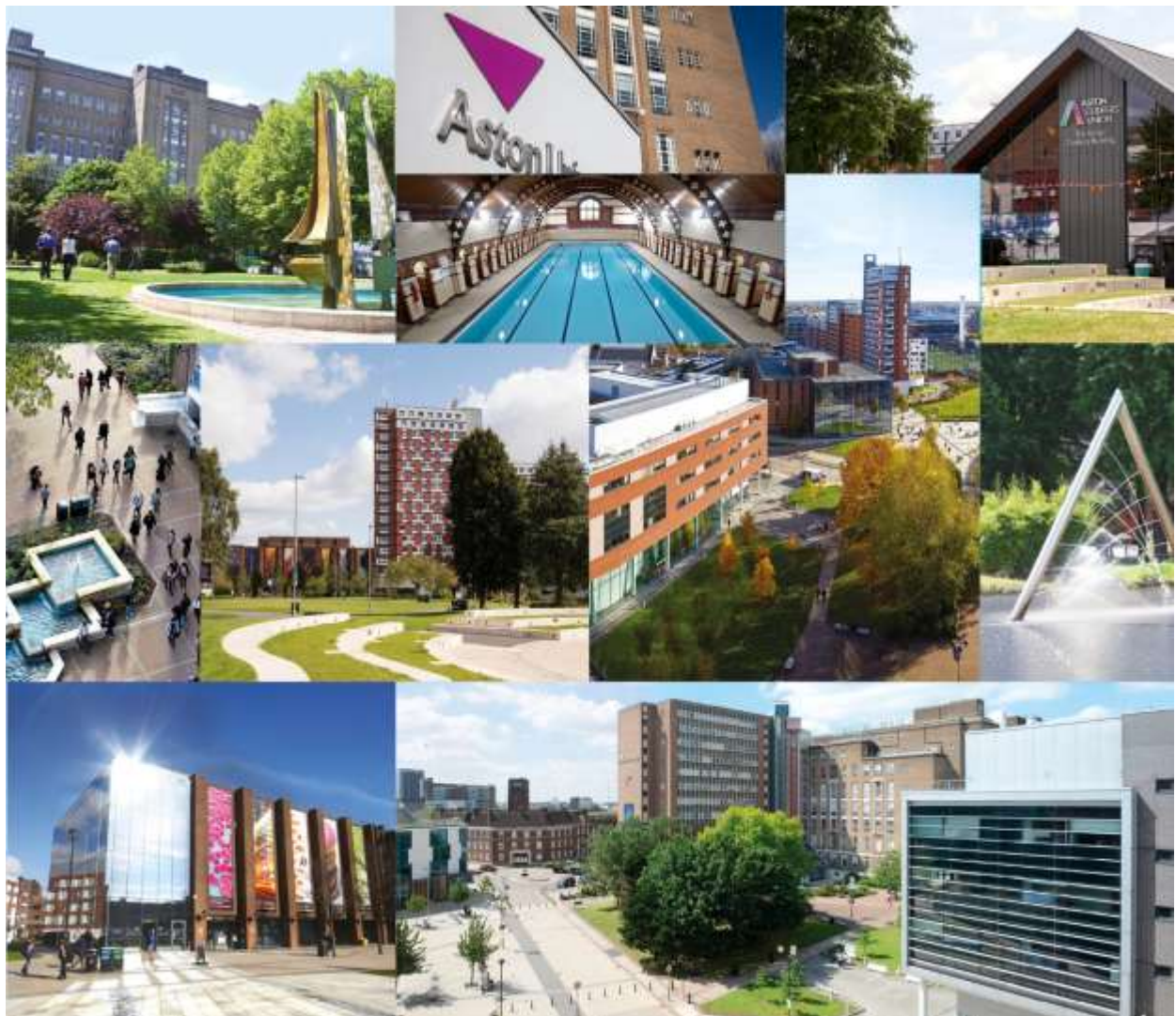
How to apply

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.



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 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 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

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

aston.ac.uk



**Where change
gets real.**