



OPPORTUNITY

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Reference: 0367-24

Grade: 7

Salary: £29,605 to £34,980

Contract Type: Fixed term until 31 March 2026.

Basis: Full time

Job description

Aston University's Careers and Placements Team is seeking a highly motivated Employer Engagement Officer to support the delivery of Higher Level Skills Match (HLSM) Plus.

This new project builds on 7 years of phase one and two of the HLSM programme, with full endorsement from the Graduate Re-Tune programme and its delivery partners: Department for Work and Pensions' (DWP) Birmingham and Solihull Jobcentre Plus District (JCP), and Prospects, the National Careers Service contractors for the West Midlands.

Through HLSM Plus, Birmingham City University and our partners at Aston University, University College Birmingham, and the University of Birmingham, have received funding from the Birmingham City Enterprise Zone to help local companies secure the skills they need to sustain economic growth, by recruiting and retaining more local graduates.

The objective of the Employer Engagement Officer is to support businesses in the Enterprise Zone by identifying their skills needs and job vacancies to sustain business growth. The postholder will work in partnership with the Graduate Consultants to source the right candidate for the right role. They will be responsible for a coordinated and proactive approach to supporting business growth through graduate employment, working across businesses of all sizes from sole traders right up to large global organisations in all sectors.

Main duties and Responsibilities

- ▶ Responsible for the delivery of Aston's target allocation for the project, supporting the development of project plans, delivering to key performance indicators and milestones.
- ▶ Take ownership of business referrals from the Central Project Hub, and manage their journey end-to-end. Account managing employer relationships through delivering customer service excellence.
- ▶ Identify, source and negotiate with additional eligible businesses to feed into the Central Project Hub for allocation.
- ▶ Register businesses onto the programme using the Business Skills Needs Assessment (BSNA).
- ▶ Use the BSNA to undertake analysis of the businesses on your caseload to create a pipeline of job vacancies.
- ▶ Work in close partnership with the projects Graduate Consultants to match businesses with suitable graduate candidates for each vacancy.
- ▶ Report on progress and update at appropriate meetings such as the Operational Management Group (OMG), ensuring project systems and documentation are maintained.
- ▶ Work collaboratively with both internal and external stakeholders to maximise positive outcomes for the project.
- ▶ In partnership with colleagues and project stakeholders, plan, design and deliver a biannual calendar of employer events including networking events, exhibitor events, and recruitment activities.
- ▶ Attend events to successfully generate business leads and report the engagement to OMG.
- ▶ Feed ideas into marketing and events using your knowledge of the business landscape to support wider lead generation.
- ▶ Work in partnership with the other Account Managers from partner universities to support delivery of wider project targets and share insights and best practice.
- ▶ Identify customer needs and manage expectations, including objection handling and selling benefits of a service
- ▶ Develop a close operational partnership with the Careers and Placements Employer Engagement team in order to offer a seamless employer experience, promote the project and successfully deliver project outcomes.
- ▶ Nurture long-term relationships with business caseload to support potential expansion funding.

- ▶ Research and identify new business opportunities, including new markets, growth areas, trends, and potential partnerships to feed into project delivery board.
- ▶ Ensure effective collaboration with the Research Knowledge Exchange (RKE), the University wide Account Management project and other industry facing staff to provide an effective interface for employers engaging with the University. Spotting opportunities to maximise our employer relationships, making introductions and referrals as appropriate.
- ▶ Respond to ad-hoc requests for project support as and when required by Senior Managers and/or the Heads of department.
- ▶ Ensure activities meet with requirements of legislation relevant to the project including Data Protection, Employment and Health and Safety Legislation.
- ▶ 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.
- ▶ Willingness/ability to undertake duties at different premises, including any University campus is required.
- ▶ Additional travel may be required in order to attend meetings and events. There may be a requirement to work outside of standard office hours to meet the needs of the project and the clients

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>Significant experience in business support, employer engagement and/or business development within a professional setting</p> <p>Effective communication skills with the ability to negotiate, influence and persuade</p> <p>Experience of networking and maintaining effective links with businesses</p> <p>Experience of working to targets or KPIs</p> <p>Experience of B2B relationship management; face-to-face, online and over the telephone</p> <p>Experience of delivering excellent customer service to diverse stakeholders, including supporting businesses remotely and face to face.</p>	Application form and interview
Aptitude and skills	<p>Able to tailor approach to suit businesses of all sizes and sectors</p> <p>Ability to work under pressure to meet deadlines and achieve targets.</p> <p>Ability to work independently and enthusiastically without detailed supervision, with a high degree of self-management and self-motivation</p> <p>Ability to collaborate and negotiate with a range of stakeholders at all levels including senior leaders and academic colleagues</p> <p>Ability to use IT effectively, including strong presentation skills Strong organisational skills with the ability to work autonomously</p> <p>A flexible and collaborative approach with the ability to manage unpredictability.</p>	Application form and interview

	Essential	Method of assessment
	Understanding of the protected characteristics of the Equality Act 2010, and experience of actively ensuring that those with protected characteristics are treated equally and fairly	

	Desirable	Method of assessment
Education and qualifications	Further qualifications in studies relating to business development	Application form
Experience	Experience organising and hosting business/ employer events Experience in, or understanding of, the Higher Education Sector	Application form and interview

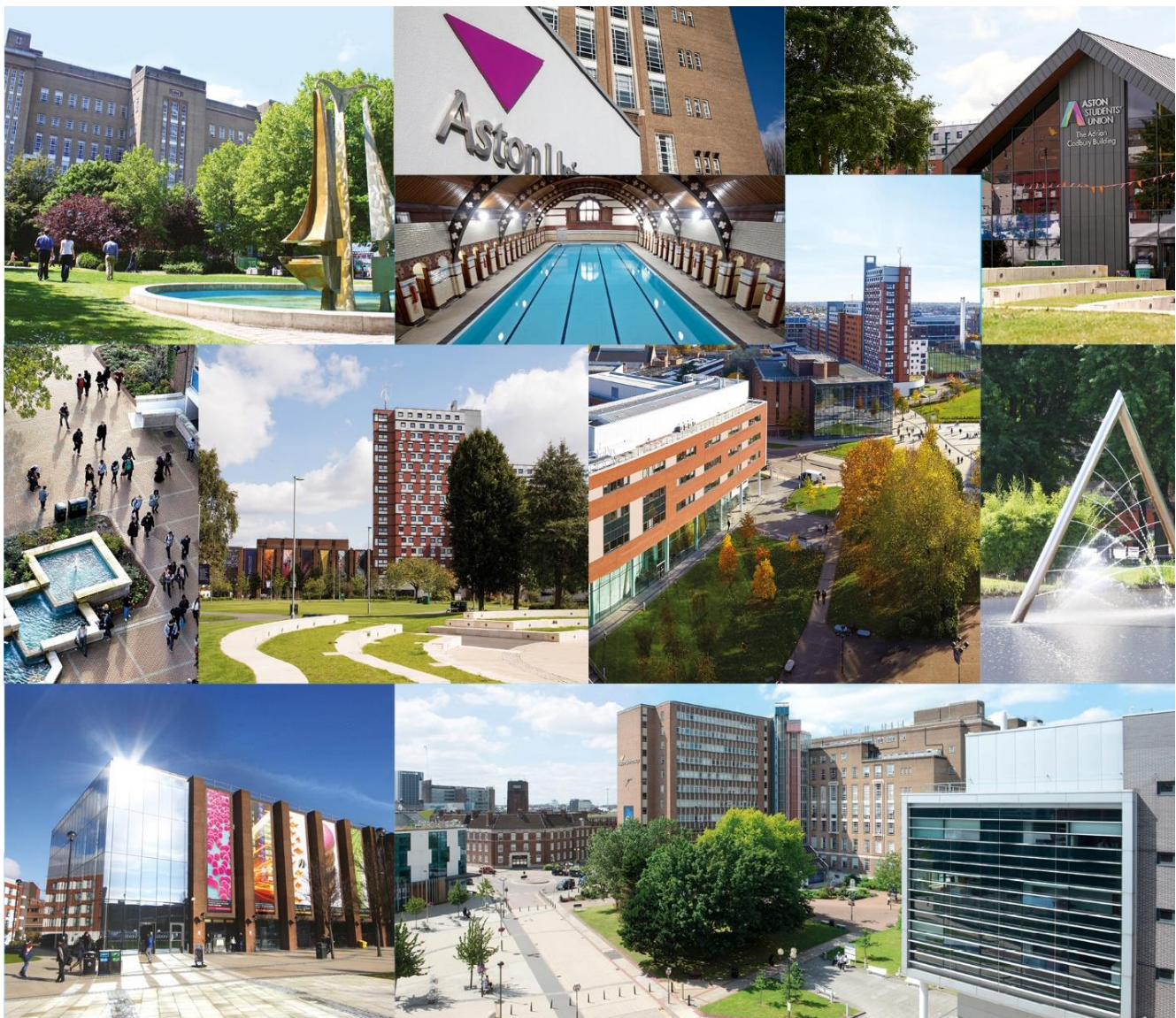
How to apply

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

Applications should be submitted by 23:59pm 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 recruitment@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 recruitment@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: [Benefits and Rewards | Aston University](#)

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS): If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

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

www.aston.ac.uk



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