

Job Description

Job Title: Employer Engagement Manager

Faculty/Directorate: Student Life and Library Services

Grade: F

Full Time: 37 hours per week

Role profile: SMF2

Permanent

	Duties of the role
Overall purpose of the role	Reporting to the Student Employment Manager, this role leads the Employer Engagement Team within the Careers Team in the Library and Student Services directorate. The overarching aim is to manage the successful operation and development of effective and beneficial relationships with employers to enhance graduate outcomes for DMU students. The role leads and manages a small but dynamic team in the management of relationships with strategically aligned employer partners plus the identification, approach and development of new relationships with employers which deliver positive outcomes as part of the Employer Engagement strategy. The role leads in the creation and embedding of the Employer Engagement Strategy for the Careers Team as a whole. Plus, the creation, planning and delivery of an array of events and activities to support the recruitment needs of employers. Working collaboratively with student-facing colleagues across the Careers Team and wider institution within a high-trust model, ensuring key messages are shared with stakeholders. The post holder ensures a professional, efficient and approachable service to our various stakeholders. Identifying and implementing new ways to engage with employers, as well as reviewing and improving these is a vital part of the role. Managing Team performance through the setting of collective and individual objectives and targets and monitoring their progress regularly through appraisals and 1-1's. The manager will drive the implementation of the Employer Engagement strategy ensuring the team meets agreed objectives. The manager is also responsible for ensuring the quality of communications that are sent out by the team to stakeholders such as employers and internal colleagues, developing and coaching them in areas where required. The role includes overseeing the team to manage employer vacancies effectively via our online Career Management platform. The manager will monitor and control budgets for events and activities and is responsible for revenue targets associated with the annual Graduate Recruitment and Placements Fair. The role also involves reporting information to senior management on events undertaken and the performance of the team. The Employer Engagement

	Manager will also suggest process improvements to improve team efficiency. As one of the main points of contact at the University for employers, the Employer Engagement Manager is responsible for ensuring that the Employer Engagement team exhibits excellent customer service.
Main duties and responsibilities	• Manage existing, and build new relationships with employers in line with the Employer Engagement Strategy. Work collaboratively with them to ensure targets are achieved through on and off campus activity and through both virtual and online provision. • Recruit employers to attend the annual Graduate Recruitment and Placements Fair, devising rates for attendance and sponsorship packages to ensure income generation is maximised. • Recruit employers to attend the annual part-time jobs fair, working in collaboration with colleagues across the institution to ensure the event meets the needs of both employers and students. • Adopt a needs-led approach to employer engagement to identify and implement effective methods to support employer recruitment of our students and graduates, including through an array of events and other engagement activity throughout the year. • Manage the Employer Advisory Panel to ensure a continuous improvement loop is created to ensure the employer voice feeds into plans and activities. • Develop targets for the Employer Engagement team ensuring they provide a broad range of impactful employer activities such as presentations, insight days, workshops and networking events. • Work closely with the Career Development Managers and Placement Managers to coordinate activities to maximise student engagement and demonstrable impact and outcomes. • Within a high-trust model, liaise and collaborate with the wider Careers Team and other internal contacts such as Alumni to foster positive outcomes of employer engagement activities, including ensuring key communications are shared. • Develop and support staff in the Employer Engagement team through identifying training needs and delegating appropriate responsibilities. • Collate and analyse data to ensure measurable impact of activities, continuous service improvement and to provide management information to the senior team. • Keep abreast of relevant graduate labour market information and research to ensure continual service improvement. • Contribute to the development of the online career management system resources and to coach staff in using the system to improve stakeholder engagement. • Familiarisation and compliance with DMU policies and procedures, such as GDPR and Health and Safety will be expected. • Occasional unsociable hours may be required in order to fulfil event such as careers fairs, networking events, graduations and open days. • Perform any other duties commensurate with the job grade as reasonably required from time to time. • Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010

eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.



Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	Degree in related subject or experiential equivalent	Essential		X			X
	Project management qualification		Desirable	X			
Knowledge and Experience	Experience of developing effective and impactful relationships with stakeholders such as employers and internal colleagues.	Essential		X	X		
	Knowledge of government policy and guidance on areas such as National Minimum Wage and Paid/Unpaid Internships		Desirable	X			
	Experience of designing activities or programmes which lead to impactful outcomes for all stakeholders	Essential		X	X		
	Either experience of working in the HE sector or within industry on graduate recruitment or early-career development		Desirable	X	X		
	Understanding of the UK and global graduate labour market	Essential		X	X		
	Experience of planning and delivering large and small scale events that deliver tangible outcomes linked to strategic objectives and targets	Essential		X	X		

Strategic management	Experience of devising and delivering projects or programmes aligned to corporate strategy		Desirable	X	X		
	Experience of leading a team, setting relevant targets to deliver measurable results against strategic objectives		Desirable	X	X		
	Experience of measuring and reporting outcomes and impact, providing management information in a suitable format	Essential		X	X		
Planning and Managing Resources	Ability to manage own workload, set and review priorities and work to strict deadlines	Essential		X	X		
	Ability to communicate complex information clearly to a variety of	Essential		X	X	X	
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				A	I	T	D
	audiences and to identify and use appropriate means of communication according to the message and the audience						
	Experience of using web-based applications and social media as well as Microsoft Office applications	Essential		X			
Other	Ability to promote a positive health and safety culture	Essential		X	X		
	Maintains professional integrity at all times, acting with honesty and impartiality	Essential		X	X		
	Understand confidentiality and the requirements of the Data Protection Act	Essential		X	X		
	Flexible approach to work, including availability to work occasional weekends and evenings	Essential		X	X		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**