

Appointment details
**Employer Engagement
Coordinator (2 posts)**

Job Ref: R170285

Closing Date: 23.59 hours BST on
Sunday 16 July 2017

EXCELLENT
DIFFERENT
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ASTON



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Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to business and the professions. Professor Alec Cameron became Vice Chancellor of the University in 2016, building on a strong legacy left by the Baroness Brown of Cambridge.

Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. More than 80% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Career focussed programmes

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

Excellence in teaching and research

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

International

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is ranked 29th in the world and 9th in the UK as one of the 'most international universities in the world.' (The Times Higher World University Ranking, 2016-17).

Birmingham – one of Europe's liveliest cities

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

A green, sustainable campus

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 14,355 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



Welcome from Professor Helen Higson

Dear applicant

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

Aston is well positioned for the future. Our vision 'Employable Graduates; Exploitable Research' not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

H. E. Higson

Professor Helen Higson
Provost and Deputy Vice-Chancellor

► University values

All staff are expected to demonstrate / promote the University's values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK's leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university's values is available at www.aston.ac.uk/staff/working/dare-to-succeed/values/

In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: <http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allId=158042>



► Staff expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying “yes”
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters

► Careers+Placements

At Aston University, employability is a key element of our 2020 strategy. We believe the placement year drives our excellence in employability with Aston University currently ranked in the top ten for graduate level employability and 12th in the UK for global employability. But competition in the sector is fierce so to protect our heritage USP we cannot rest on our laurels. At present over 70 per cent of Aston undergraduates opt for a placement as part of a four year programme, our key strategic objective is to achieve 100% take-up of placements by 2020, with over one third of those students undertaking their placement overseas. The placement year provides the perfect opportunity for our students to develop practical experience enabling them to go on and achieve excellent careers once they graduate. 83% find graduate level employment within six months of graduation, compared to a national average of less than 70%.

Student & Employer Engagement Team

Established by the employers of Birmingham in 1895 to meet their changing skills needs, Aston University has never forgotten that strong employer relationships are part of the equation when it comes to successful employability. Our partnerships with industry at a local, national and international level help us to develop work-ready graduates and entrepreneurs, to establish relevant degrees many of which are professionally accredited and to deliver cutting edge research with impact. Aston is ranked in the top 80 in the World and 12th in the UK by QS Graduate Employability Rankings 2016.

The Employer Engagement Team works across both the Careers+Placement teams offering a single point of contact for employers from all sectors and industries to engage with Aston University for recruitment activities. The team are responsible for generating graduate and placement opportunities, offering a consultative approach to businesses and account managing relationships with employers both locally and nationally.

The Student Engagement Team leads on our innovative student communications. The team are responsible for promoting the wide range of Careers+Placements services available to students and graduates as well as publicising the recruitment activities and opportunities of our employers to ensure Aston's students are informed and engaged.

In order to achieve our strategic objectives, and enable us to offer an exceptional experience to our students and employers the Student & Employer Engagement Team works closely with the Careers Team, Student Support Team and the International Projects and Business Development Team.

Graduate Advantage is the UK's longest running and largest Higher Education Institution Partnership of its kind, currently led by Aston University in collaboration with Birmingham City University and Coventry University. Since 2003 Graduate Advantage has supported over 4000 graduates into employment. With a specialism of supporting small to medium sized enterprises (SMEs) its purpose is to transform the attitudes of organisations towards graduate employment and of graduates towards working within small, high growth businesses.

Careers Team

The Careers Team works with students from their first year right through to graduation and for up to 3 years beyond. We play an active role in preparing them for work experience, internships, and their placement year to effectively compete for graduate roles and further study. Each school of study has a link advisor that supports curriculum development ensuring employability is securely at the heart of their learning.

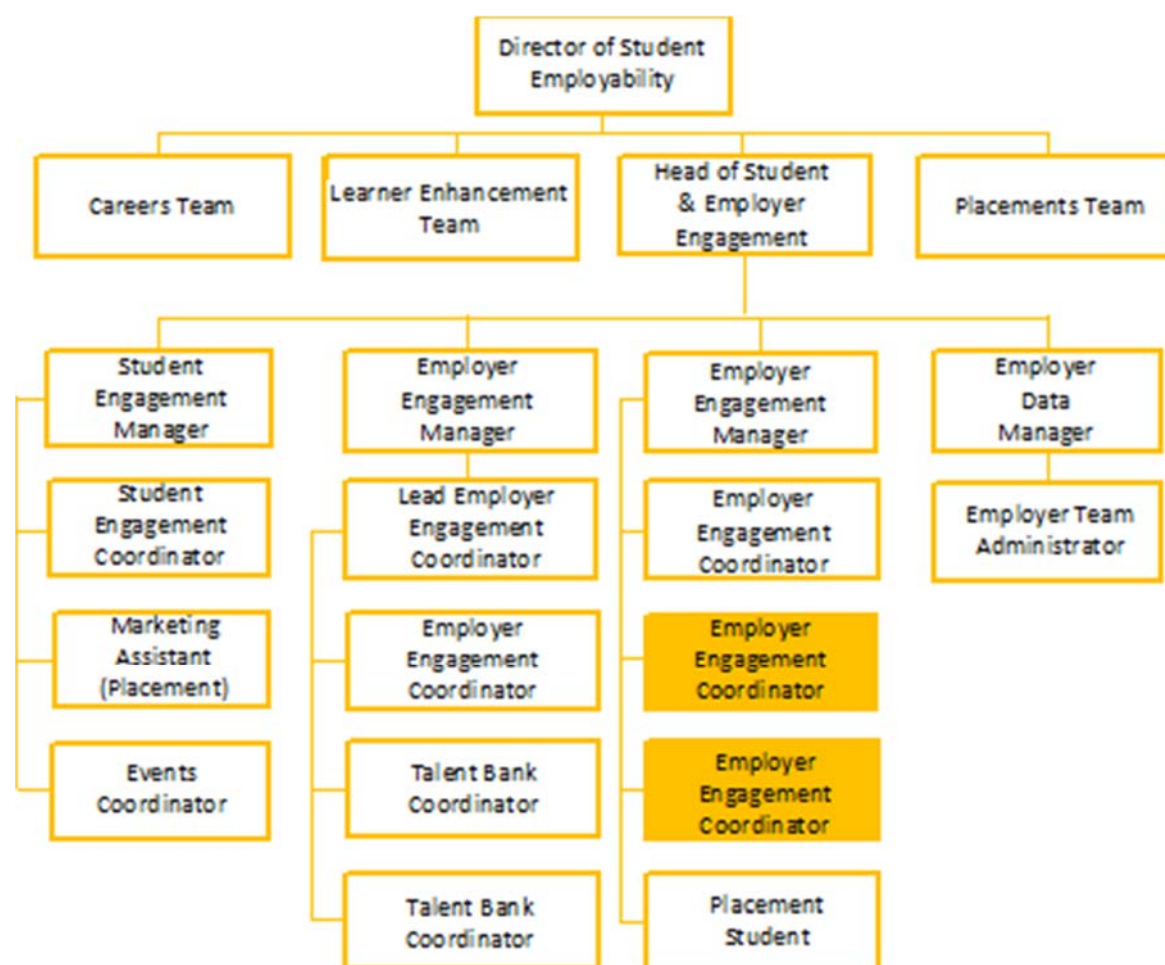
Placements Team

The Student Support Team provides a programme of support for students to maximise their success in their placement search and whilst on placement. Each school of study has a dedicated Placement Coordinator who provides students with the most relevant placement information for their degree programme.

The International Projects and Business Development Team focuses on key projects to increase the quality and number of international placements and graduate opportunities for all schools of study. It provides support to employers based abroad, as part of the recruitment process, together with managing the administration of international mobility grants like Erasmus and Santander. The team also administers the Study Abroad placement process and liaises with overseas partner universities.

For more information, visit our website www.aston.ac.uk/.

The Employer Engagement Team



► Job description

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 2020
- Top 10 graduate level employment
- Offering an exceptional experience to Aston's students, graduates and employers.

With a primary focus on generating graduate opportunities, you will offer a consultative approach to businesses, account managing relationships with employers both locally and nationally.

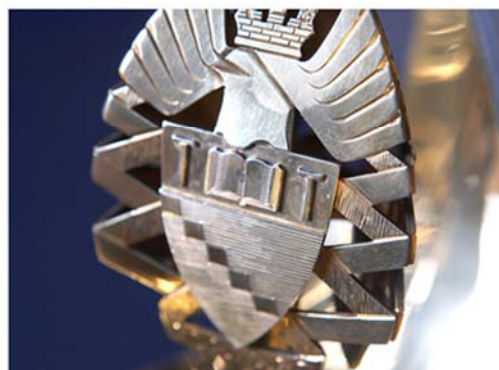
Reporting to the Employer Engagement Manager you will be responsible for successfully implementing and effectively delivering the Careers+Placements Employer Engagement Plan.

Responsibilities

- Consulting with businesses to explain the structure and operation of the various schemes available within Careers+Placements, you will proactively source graduate opportunities in the UK.
- Provide first point of contact and account manage relationships with graduate recruiters and placement providers locally and nationally.
- Match and shortlist finalists, graduates and postgraduates to vacancies as part of Graduate Advantage activity.
- 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.
- With direction from the Employer Engagement Manager and supported by the Student Engagement Manager support marketing activity such as the creation of brochures, flyers, online and new media materials in order to promote the services of Careers+Placements and raise awareness of Aston University amongst employers. These will be created in accordance with University brand guidelines, liaising with the University Communications Team, and the Schools.
- Set up effective systems and processes for employers, students and colleagues. Maintain communication channels via the web enabling access to placement information for more than 2000 students and employers each year, and consistently delivering excellent customer service.
- Maintain the University CRM system or other associated databases with details of prospective Careers+Placements providers and progress. Using this information you will provide regular updates and reports to the Employer Engagement Manager.
- Provide assistance with coordinating and publicising a calendar of employer events for Careers+Placements. This will include leading on placement events linked to your designated Schools and providing support at the Careers Fairs as required.
- Attend employer and student events to successfully generate business leads and graduate/student interest. This will involve attendance at networking events and exhibitions.
- Ensure activities meet with requirements of legislation including 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
Education and qualifications	Educated to A level or equivalent.	Application form
Experience	<p>Experience of recruitment, organising placements, B2B relationship management 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>Exposure to CRM packages, online content management.</p> <p>Experience of using social media channels and marketing materials in a business development context.</p>	Application form, interview and presentation
Aptitude and skills	<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>	Interview and presentation

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

	Desirable	Method of assessment
Education and qualifications	<p>Educated to degree level or equivalent.</p> <p>Further qualifications relating to any aspects of the role.</p>	Application form
Experience	Experience of being part of a team within further/higher education or similar environment to deliver employability services.	Application form and interview



► Salary & benefits

This post is offered on a fixed term basis (until 31 December 2019). The appointment is Grade 6 and the salary range for this grade is £21,843 to £23,879 per annum.

Holiday entitlement	25 days per annum, in addition to 13 days public and university holidays.
Pension	<p>Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme (AUPS).</p> <p>The University is proposing to close the current Aston University Pension Scheme (known as AUPS) early next year and replace it with a new pension scheme and is undertaking formal consultation about this proposal. The University believes that the new scheme, together with a flexible contribution structure for members, would continue to provide a valuable pension benefit, if the proposed closure of the AUPS proceeds.</p>
Contribution pay	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
Relocation	Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

Visit our website: aston.ac.uk/hr for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

► How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

Closing date for applications	23.59 hours BST on Sunday 16 July 2017
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Interview date	To be confirmed
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Please contact Paul Harper, Graduate Advantage Manager, for an informal discussion about the role.

Tel: +44(0) 121 204 4878

Email: harperp1@graduateadvantage.co.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Deborah Walker
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► Outline terms and conditions of the appointment

Qualifications	Successful candidates will be required to produce evidence of their qualifications upon joining the University
Medical clearance	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
Eligibility to work in the UK	Candidates who are not citizens of the United Kingdom, or of another EEA member country, 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 standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.
Document checks	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the UK Visas and Immigration website .
Equal opportunities	<p>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.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students 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 at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
Data Protection Act 1998	<p>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.</p> <p>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, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>
Disclosure and Barring Service (DBS)	Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr.

Aston University
Employable Graduates
Exploitable Research

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