

*NOTE This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.*

**JOB TITLE: Work Experience and Recruiter Engagement Coordinator**

**REPORTS TO: Work Experience and Placement Officer**

**GRADE: NG4**

**PURPOSE:**

To coordinate and monitor a portfolio of work experience and recruiter engagement activities, working with colleagues to identify and implement new work based learning and graduate opportunities for students.

**PRINCIPAL ACCOUNTABILITIES**

- 1.** Coordinate and monitor work based learning opportunities, including liaising with students, college staff, employers, recruiters and partner organisations, monitoring and reporting on progress, including undertaking placement visits and actioning any basic issues/concerns.
- 2.** In conjunction with the Recruiter Engagement Officer develop and coordinate a portfolio of employer and recruiter engagement activities for students across the university and within designated college cohorts, to boost student/graduate employability and job-readiness. Maintaining the employer and recruiter events calendar and system.
- 3.** Work in partnership with academic and Professional Services colleagues, to develop existing and new work based learning opportunities to enhance student employability.
- 4.** Deliver sessions and 1-2-1 advice that prepare, debrief, and provide advice to students on the support available to them in seeking work placement opportunities e.g.: Providing advice on application forms, CVs, covering letters, preparation for interview and interview techniques.
- 5.** To coordinate and plan the work of the Work Experience and Recruiter Administrator, to act as supervisor, dealing with recruitment and induction, staff development, performance management, objective and target setting and other

personnel matters

- 6.** Coordinate, maintain and deliver employer and recruiter services, ensuring databases, policies and procedures remain updated.
- 7.** Work in partnership with academic and Professional Services colleagues to develop and maintain existing and new relationships with employers, recruiters and partner organisations.
- 8.** Local management of work based learning application processes, where necessary on the organisations' behalf, for ring fenced opportunities collating applications, arranging interviews and handling offers and rejections.
- 9.** Develop, maintain and coordinate the dissemination of up-to-date information and documentation for students, staff, employers, recruiters and partner organisations through a variety of media and to maintain and update the work placement workgroups and engage/website presence.
- 10.** Coordinate and deal with incoming Careers and Employability work experience and relevant employer, recruiter and partner organisation enquiries.
- 11.** Maintain accurate records, and provide regular progress and monitoring reports to relevant stakeholders as required.
- 12.** Participate in Careers and Employability outreach and promotion activities, including inductions, staffing outreach stands, open and applicant days and preparing marketing materials.
- 13.** Undertake any other such duties within the competence of the post holder as may be assigned by the Careers and Employability Service Manager, including appropriate professional development required for the role.

## **CONTEXT**

This post is part of the Work Experience and Recruiter Engagement Team. The team provides support for staff, students and recruiters alike, for all work based learning and recruiter engagement opportunities.

The main purpose of the team is to enhance students' employability through developing opportunities for students to gain a deeper understanding of the workplace and specific roles, utilise their skills and knowledge in a work environment, develop key employability skills and secure work based learning and graduate opportunities.

Graduate Employability is one of 7 key measures of success in the University of Westminster's strategy. Careers and Employability staff work in cross-functional teams and on collaborative projects, within the University and with external partners to increase graduate employability. The Careers and Employability Service is committed to continuous quality improvement in services and place student experience and outcomes at the heart of our work.

The Careers and Employability Service, based in Student and Academic Services, is organised into 3 teams - Careers Advisory Services, Work Experience and Recruiter Engagement, and Student Engagement and Information.

The job will be based at a named site, but all University appointments are made on the understanding that staff may serve at any of the service points should the need arise.

Student and Academic Services (SAS) provides professional, efficient, effective and consistent researcher and student-focused support and services across the University's main sites in the West End and at Harrow. It will lead on professional support for a wide range of governance, research, learning and wellbeing interventions that enhance the experience of students, staff and alumni throughout their relationship with the University.

The service components of SAS are:

- Advice and Funding
- Careers and Employability Service
- Disability Learning Support
- Interfaith Advice
- Learning Innovation and Digital Engagement
- Library Services
- Research and Scholarly Communications
- Research Office
- Student Residences
- Student Counselling
- University Records and Archives

To have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

## **DIMENSIONS**

The postholder does not have line management responsibility but co-ordinates and plans the work of the Work Experience and Recruiter Administrator acting as supervisor, dealing with recruitment and induction, staff development, performance management, objective and target setting and other personnel matters, under the direction of their line manager.

## PERSON SPECIFICATION

	<b>Essential criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	An undergraduate degree or practical experience that demonstrates relevant levels of knowledge and skill.	
<b>Training and Experience</b>	<p>Demonstrate a proven track record of delivering a high level of customer service.</p> <p>Demonstrate experience in the successful relationship management of a wide group of internal and external stakeholders.</p> <p>Experience of contributing to marketing planning or contributing to marketing campaigns.</p> <p>Experience of working in an office environment and dealing with general telephone and written enquiries.</p> <p>Experience of report writing and presentation skills.</p> <p>Demonstrate an excellent level of computer literacy; word-processing, spreadsheet and database packages, email and Internet research.</p> <p>Knowledge/experience of Recruitment and the Graduate/Part time recruitment environment</p>	<p>Knowledge/experience of working in UK HE or FE.</p> <p>Experience of working in a target driven or sales environment.</p> <p>Knowledge/experience of working in recruitment services, employer liaison, student support, marketing, events.</p> <p>Project, client management experience.</p> <p>Experience of supervising staff</p>
<b>Aptitude and abilities</b>	<p>Excellent interpersonal skills with a proven track record of engaging effectively with people at all levels.</p> <p>Show evidence of strong communication (written and oral) and inter-personal skills</p> <p>Ability to identify customer needs and expectations and keep them in mind</p>	

	<p>when taking actions or making decisions.</p> <p>Demonstrate excellent organisational skills and business acumen with an ability to prioritise work in a very busy environment</p> <p>Excellent attention to detail, organising and prioritising work and working accurately under pressure.</p> <p>Ability to deal effectively with unexpected situations, taking advantage of opportunities and overcoming problems.</p> <p>Ability to effectively deliver conflicting priorities and challenging workloads by maintaining focus on agreed objectives</p> <p>Ability to work effectively on own initiative, and as part of a team</p>	
<p>Personal Attributes</p>	<p>Enjoy working as part of a busy team</p> <p>Flexible to adapt to an ever-changing environment</p> <p>Efficient and reliable</p> <p>Have a high level of commitment</p> <p>Have a pro-active approach to problem solving</p> <p>Self-motivated, enthusiastic and flexible</p> <p>Able to work on own initiative</p> <p>Commitment to personal and professional development</p> <p>Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust,</p>	<p>Good leadership qualities, drive, and a credible and persuasive approach.</p>

	and in which harassment and discrimination are neither tolerated nor acceptable.	
<b>Other</b>	At certain times of the year there will be a requirement to work some overtime. Although based in Central London, candidates must be prepared to travel to Harrow on occasion, and may be required to work on other university sites.	

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