

Head of Employer Engagement



Role Description

Grade & Salary:	Grade 7
Campus Location:	Based at Sighthill but travel required across all 3 campuses
Line Manager:	Head of Student Futures
Line Management Responsibility for:	Employer Engagement Partner Recruitment Manager
Organisational Structure:	
Role Summary:	<p>The role holder will be responsible for effective employer engagement with employers and other key stakeholders who can offer jobs to our students and graduates. The role holder will be responsible to ensure that all Edinburgh Napier vacancies will be considered for our students and graduates where appropriate. The role holder is responsible for preparing our students for interviews. The role is integral to ensuring an excellent student experience and contributes heavily to our brand and reputation as an applied institution that works in partnership with industry to ensure employment opportunities for our students.</p> <p>They will contribute to the University's strategic objectives by:</p> <ul style="list-style-type: none">• Developing and implementing an employer engagement strategy. Which will outline areas the University wants to focus on based on our DHLE results, target employers, stakeholders and partners• Take a lead role in policy development related to enhancing employability• Promoting opportunities to engage in learning outside the classroom, including work related learning and placements, global mobility, volunteering and encouraging employment opportunities within Edinburgh Napier.• Developing the systems to manage information for employer engagement activities, internships, graduate jobs and placement practice including evaluation, monitoring, quality assurance and risk compliance in the UK and internationally. <p>The role holder will provide leadership and line manage the work of the Employer Engagement Partners and Recruitment team, motivating them to achieve departmental objectives, and University priorities within budget.</p>

Main Duties and Responsibilities	
➤	To maintain a strategic overview of Employer Engagement and Recruitment activity at the University to ensure that institutional targets are met by: <ul style="list-style-type: none"> ➤ Providing effective, inspirational leadership for the Employer Engagement team and Recruitment team, ensure that the teams remains motivated and committed to delivering a high quality, customer orientated, and professional service. ➤ Working closely with our Schools and key stakeholders to create and deliver tailored employer engagement strategies that support the achievement of their goals
➤	To ensure that Employer Engagement and Recruitment teams are delivering the objectives of University Employer Engagement Strategy including <ul style="list-style-type: none"> • Providing regular and high quality reporting and management information including specialist employer insights, and labour market knowledge to aid the development of new University employability initiatives • Develop and implement a structured employer engagement 'offer' for our students and prospective employers • Implement a targeted employer engagement framework for the team to work within, which includes key account management and prioritisation, and to ensure that the team are sufficiently developed and equipped to deliver against this.
➤	To represent the Employer Engagement and Recruitment teams and wider university externally and internally at relevant meetings and events.
➤	To ensure that the service is well benchmarked against other institutions and identifies innovative solutions to enhance employer engagement opportunities, in line with institutional targets.
➤	To continually consider process improvements to maximise efficiency and enhance engagement with the Employer Engagement team and recruitment team for students, staff and employers.
➤	To participate in the University My Contribution scheme
➤	To be an ambassador for the University's stated values and behaviours
➤	To be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection , Information Security and Records Management .
➤	To undertake any other duties as may reasonably be required by the Head of Student Futures



Head of Employer Engagement



Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	<ul style="list-style-type: none"> • Degree or equivalent 	<ul style="list-style-type: none"> • Postgraduate or professional qualification, for example in careers guidance
Experience and Skills	<ul style="list-style-type: none"> • Experience of developing and successfully implementing an employer engagement strategy • Experience of working in a client management, consultancy and business development centric environment focused on growing student employability. • Experience of providing market insight and sector updates to predict future job opportunities • Experience of relationship building internally and externally • Experience of providing excellent customer service and operating in a truly customer centric manner • Experience of client management and business development. • Experience of leading, motivating and engaging staff enabling them to reach their potential 	<ul style="list-style-type: none"> • Experience of managing employer or partner relationships • Experience of working within a recruitment environment with a wide variety of sectors • Experience of working collaboratively with academic staff

Attributes	Essential Requirements	Desirable Requirements
	<ul style="list-style-type: none"> • Experience of leading, planning, managing and implementing projects • Experience of dealing with a wide range of stakeholders • Excellent interpersonal, communication and organisational skills • Capability to lead, motivate and facilitate the work of a team • Ability to manage change and respond positively to new challenges • Willingness to work flexible hours including occasional evening and weekend work 	

Our Edinburgh Napier Leadership Behaviours

These are standard leadership behaviours that we expect all of our staff to demonstrate so are not specific to this role.

Leading By Example

- You lead the team in areas of expertise and personal responsibility
- Understand team dynamics to help build and maintain a high performing team
- Foster trust and teamwork in your team
- Tackle unpopular or uncomfortable issues and make decisions quickly
- Champion and motivate the team within the department
- Resolve and remove barriers to effective team working ('nip them in the bud')
- Identify the reasons for conflict at work and take measures to resolve it
- Listen and understand the perspective of others
- Spot when members of the team are struggling and provide appropriate support

Championing Change

- You plan, implement and monitor change initiatives within your area of responsibility
- Help team members understand the rationale for change and manage transition in a positive, empathetic, energetic way

- Seek input from team members on change initiatives and keep them informed of progress
- Keep stakeholders informed of changes and any service delivery implications
- Act on feedback from students and other customers and anticipate the impact of changes on their needs
- Manage risks and barriers to change and propose solutions to Senior Management

Effective Communication

- You communicate effectively with all key internal and external stakeholders
- Monitor the effectiveness of individual and team communications, taking actions to improve
- Proactively share information and encourage others
- Tailor communications and channels to the needs of the audience
- Seek opportunities to engage with the wider external community

Delivering Successful Outcomes

- You encourage a culture of creativity and innovation
- Focus relentlessly on high performance and identify opportunities for improvement
- Deliver clear value to students and other customers by providing excellent service
- Recognise student/other customer needs and take ownership to find solutions, resolve issues or exceed expectations
- Remove obstacles and find resources to enable the team to achieve results

Working Collaboratively

- You seek opportunities to work collaboratively with others
- Instigate a joined up approach to planning and work across boundaries to achieve shared goals
- Involve colleagues in creating effective solutions
- Develop internal networks to further department objectives or share learnings
- Promote the value of working with others
- Motivate colleagues to contribute across the wider department
- Share success and acknowledge others' successes

Analysis and Problem Solving

- You use data to make informed decisions that fit overall University strategy
- Ensure all problems are logged, updating documents and processes as appropriate
- Analyse and interpret different information sources to deliver individual and team outcomes
- Deal with urgent or complex problems where there is no standard solution
- Develop new approaches and creative solutions to deliver great student or other customer service
- Analyse team effectiveness and recommend improvements to work practices
- Escalate issues where appropriate to remove blockers and achieve progress
- Make decisions with confidence
- Use data to clearly evidence impact of change

Managing Resources, Performance and Risk

- You address performance issues and take appropriate actions
- Delegate as appropriate, while maintaining responsibility for delivery
- Ensure your team has SMART objectives and understands what is expected
- Manage and report on risks and issues within your team
- Build effective relationships with key stakeholders
- Build personal relationships to understand what motivates your team
- Plan effectively to manage delivery of required outcomes on time
- Coach others to perform at their best

Continuous Personal Development

- You champion a culture of continuous learning and personal development
- Create a safe environment for your team to develop and try out new skills or ways of working
- Help people learn from their mistakes
- Have development and career conversations with team members and ensure they are recorded on My Contribution online forms
- Ensure that all team members have personal development plans and access to relevant learning and development activities