



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Employer Relations Manager

Department/Division: Management

Accountable to: Head of Careers, Alumni, and Employer Relations

Competency	Criteria	E/D
Knowledge and experience	Previous experience working in a corporate relations, employer engagement, business development role or related area	E
	Experience of working within or with higher education institutions and an understanding of business education	D
	An understanding of the corporate environment and business needs	E
	Competent use of Microsoft Office packages and CRM systems	E
	Educated to degree level, or equivalent work experience	E
Communication	Ability to communicate confidently through email, phone and face-to-face with a wide range of partners and stakeholders at all levels of business and academia	E
	Experience presenting, both formally and informally, to a variety of audiences	E
	Examples of creating effective written communication or publicity materials and the ability to adapt communications to fit the intended audience	E
Liaison and networking	Experienced and confident networker	E
	Ability to influence and persuade colleagues and external contacts	E
	Excellent relationship management and support skills and examples of establishing new contacts and building effective, long term relationships	E
Planning and organising resources	Experience organising events	D
	Examples of setting up and maintaining effective systems of administration	E
	Experience managing and forecasting budgets	D



Service delivery	Examples of having evaluated a customer need and established the best solution available	E
	Examples of actively promoting a product or service to a potential customer	E
	Evidence of responding promptly to customers and colleagues	E
Investigation, analysis and research	Evidence of utilising market insights to guide decision making, and experience of analysis and reporting	E
Initiative and problem solving	Ability to meet deadlines and prioritise work in a fast paced environment	E
	Ability to independently identify and respond to opportunities and drive forward projects, with limited supervision	E
	A proactive approach to solving problems and experience of choosing the best strategy to solve a problem	E
Teamwork and motivation	Ability to work successfully with a range of internal stakeholders and colleagues, and experience of setting and achieving clear objectives within multi-functional teams	E
	Ability to enthuse and motivate colleagues and/or external stakeholders	E
Normal working hours for the Department of Management are Monday – Friday 9.30-5.30. The post holder must be willing to undertake out of hours work attending events or travel both locally and overseas (1-2 trips per year for which time in lieu will be given).		

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.