

Job Description

Job title	Employer Liaison Officer
Department	Careers, Employability and Skills (Student Opportunity)
Grade	FA4

Job purpose (a brief summary of the role)	As a key main contact for employers and alumni, within the Not for Profit and Creative sectors including the Media, Arts, Culture and Heritage, to understand their needs and to support them in accessing appropriate services to connect with Warwick students, managing the entire process from initial contact to delivery of and feedback on complete events. To maximise positive employer and alumni relationships, take-up of services and engagement in events and activities, and range and volume of opportunities promoted to Warwick students and Warwick as a University of choice for recruiting employers.
Duties and responsibilities	1. To act as the first port of call for employers and alumni contacts and to establish and build relationships to ensure their engagement within an agreed programme of Careers events and services allowing them to connect with Warwick students. These may include targeted sector events, mini careers fairs and insight talks as well as supporting online initiatives. 2. To work closely with the Employer Services Manager to plan and deliver a programme of events and activities across the Not for Profit sector and the Creative industries in line with employer, alumni and student expectations. To gather data from employers relating to impact measures, such as number of graduates and interns hired and Warwick applicants' success rates throughout selection. To report these to colleagues in Employer Connect and as requested by the Employer Services Manager, to feed these back to other teams within Student Opportunity . 3. To consult with employers within the Not for Profit sector to discuss their requirements, build relationships and recommend appropriate strategies to raise their profile at Warwick. 4. To work closely with the Employer Marketing Officer within Employer Connect, and the Operations and Information team to ensure that events are marketed appropriately, and that web based information and hard copy literature is developed and produced to support events. 5. To identify and pursue new engagement opportunities within the Creative industries aimed at increasing the number and diversity of employer opportunities accessible to Warwick students either through direct links with employers or Warwick alumni. 6. To work closely with colleagues across Student Opportunity to make optimum use of data available from our IT system MyAdvantage. Prepare reports on use and impact of services, and gather/collate feedback data following events – both from students and employers/alumni. 7. Gather information on competitor university events and other benchmark services. 8. To work with colleagues across Student Opportunity and working closely with the Guidance team (and by extension academic departments) in particular to ensure the focus of employer and alumni engagement reflects the needs and meets the demands of students. 9. To work with colleagues across Student Opportunity and working closely with the Guidance team (and by extension academic departments) in particular to ensure the focus of employer and alumni engagement reflects the needs and meets the demands of students.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to A level or similar, or equivalent relevant experience.	A & C
E2	Professional experience within events management, brand management, key account management or similar environment in a client facing role.	A & C
E3	Strong client skills, especially communication and listening skills.	A & C
E4	Logical problem solving and organisation skills.	A & C
E5	Evidence of working successfully under pressure, to high quality and tight deadlines with the ability to prioritise effectively.	A & C
E6	Ability to interpret data and argue a strong business case.	A & C
E7	Understanding of the demands of working in a cross functional role within a large, multifaceted organisation involving complex resources and varying timescales.	A & C
E8	Ability to work under tight and varying timescales and on own initiative.	A & C
E9	A well developed understanding of marketing principles.	A & C
E10	Proficiency on Microsoft Office packages, especially Outlook, Excel, Access.	A & C
E11	Good communication skills for interaction with colleagues across Student Opportunity, University departments and external organisations both verbally and in writing. Able to work collaboratively and openly share ideas and initiatives.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Educated to degree level or equivalent.	A & C
D2	Experience of working in an education setting, e.g. sixth form, Further Education or Higher Education.	A & C
D3	Up to date knowledge of online media and web design.	A & C