

JOB DESCRIPTION
Employer Engagement Manager
Vacancy Ref: A1911

Job Title:	Employer Engagement Manager	Present Grade:	7P
Department/College:	Careers		
Directly responsible to:	Head of Employer Engagement		
Supervisory responsibility for:	1 x FTE Employer Liaison & Events Officer, 0.5 FTE Careers Mentoring Officer, ad hoc casual staff.		
Other contacts			
Internal: Faculty and departmental staff Staff within Student, Education and Academic Services (formerly Student Based Services) Staff with Research and Enterprise Services Other staff within the University Lancaster University Students Union Current students College Administrators and other College staff		External: Employers and recruiters Professional bodies and charters institutes Other HEI Careers Services Prospective students Alumni and graduates	
Job Purpose <ul style="list-style-type: none">Working closely with the Head of Employer Engagement to support the development and delivery of the Service’s Graduate Employer Engagement strategy. You will take responsibility for initiating and developing a streamlined and integrated approach to Employer Engagement with colleagues across Lancaster University.By strengthening relationships identify, influence and collaborate with graduate recruiters to develop the career management and work experience offer and further improve the graduate prospects of our students and alumni.Lead the development of marketing and communication channels to support promotion of our products and services for graduate employers.Firmly establish and maintain Lancaster University as a first choice and targeted higher education institution ensuring the supply of talented students and graduates to the global graduate labour market.			
Major Duties: <ol style="list-style-type: none">Develop, strengthen and pro-actively account manage new employer relationships to increase our students’ opportunities to secure work experience, and graduate employment.Maintain and strengthen current employer engagement activities including employer events, support the Career Mentoring Programme and management of the vacancy portal and customer relationship management tool to reflect the needs of our student body and maximising opportunities for graduate employers and other stakeholders to engage with our students.With colleagues, understand departmental graduate destination data in order to inform and identify areas of action or success and use statistical analysis of all available management information to develop and promote the service and inform your decision making to continuously improve employer engagement activity.Establish, strengthen, and evaluate effective communication and marketing channels to pro-actively establish Lancaster as a University of choice for graduate recruitment.			

5. Working with the Head of Employer Engagement work in partnership with Departments, Faculties and Professional Service colleagues to establish and evaluate priorities and provision.
6. Be responsible for effective income generation and budget monitoring of staff and non-staff costs, within the remit of the Employer Engagement team.
7. Use expert knowledge, research and peer benchmarking activities to identify new opportunities for collaboration, within industry and across employment sectors, to enhance our delivery of activities to students to support their career planning and development.
8. Take line management responsibility of a core team to include staff development and team performance through the delivery of clear project plans and staff objectives. Undertaking monitoring of progress via regular 1:1 meetings, positive engagement and communication with staff.
9. The post-holder is expected to undertake all personal administration required within the role, and adhere to University Policy and relevant legislation (e.g. H&S compliance, Data Protection Legislation and Confidentiality).
10. The post-holder is expected to undertake any other duties that fall within the scope of the post as allocated by the line manager following consultation with the post holder.