## Purpose of role

The primary focus of this role is to engage with employers/recruiters to facilitate opportunities for Business School postgraduates, particularly concentrating on MBA and MSc students and recent graduates. It is expected that this activity will feed into the wider corporate relations and employability agendas of the School and of the University. The post holder will also contribute to activities that facilitate students’ understanding of local, national and international labour markets, job search techniques and recruitment processes. The post holder will be a member of the Postgraduate Careers (Business School) team, part of the University Careers and Employability Service, and will be located within Nottingham University Business School (NUBS).

## Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<tr>
<td>30%</td>
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### Developing Relationships with Employers and Organisations

- Develop and cultivate relationships with potential graduate entry and experienced hire employers at local, regional, national and international levels in order to:
  - promote the School’s diverse international mix of MBA, MSc and PhD students and its postgraduate specialisms to a wide range of companies and maximise networking, project and employment opportunities.
  - gather information on skills and expertise required for senior/professional level roles to inform and enhance careers service delivery to both students and employers.
- Collaborate with the Business School’s Alumni Manager and other key members of staff within the School and Careers and Employability Service to generate employer relations activities with alumni. For example working with alumni to identify opportunities within their countries/industries/employing organisations for the benefit of current students.
- Analyse and interpret the School’s postgraduate destination data in order to target key employment markets for Business School postgraduates and identify areas of growth.
- Monitor and translate global recruitment trends, UK employment legislation and immigration regulations to inform MBA, MSc and PhD career activities within the Business School, and other activities and opportunities for the School and the University.
- Promote the Business School’s postgraduate students/alumni to potential employers whilst exploring more widely the opportunities for
### Business Engagement for Student Connections and Opportunities

1. **Facilitate connections between students and companies, recruiters and business professionals etc.** This will include being the PG Business School lead for employability initiatives to support graduate outcomes, for example planning and organising an annual careers fair in China for returning graduates.

2. **Encourage companies and appropriate recruiters to promote opportunities to postgraduate students and alumni,** providing support for bespoke recruitment/networking activities and advising on advert content/relevance/legality where necessary.

3. **Work in partnership with Business School academic colleagues to support the sourcing of opportunities for MSc industry based dissertation projects and support students in self-sourcing such projects.**

### Internal and External Collaboration

To develop effective working relations at a strategic and operational level with colleagues in the Business School and University. This includes:

1. **Working with key members of staff within the School, Careers and Employability Service, the wider University, and our international campuses, to ensure that corporate relationships/links/contacts are developed and managed in an integrated fashion and opportunities for business development and business engagement activities are maximized (e.g. projects, placements, events, networking, job opportunities etc.).** This will also involve being a member of the Careers and Employability Service’s Employer Engagement Group.

2. **Promote the work of the Postgraduate Careers (Business School) team and the Careers and Employability Service internally to ensure a wide understanding of our purpose and remit.**

3. **Networking with fellow professionals in other business schools and universities in order to facilitate market research, competitor analysis, sharing of best practices and working on joint activities where appropriate.**

4. **Liaison with key business school associations such as Association of MBAs (AMBA), EFMD Highered, MBA Careers and Employer Alliance (MBA CSEA) to draw on international employer networks and to lead on Nottingham’s participation in any collaborative events.**

5. **Contribute to the School’s involvement in external surveys and rankings where careers service provision and career progression feature. To contribute to accreditation assessments such as AMBA, EQUIS, AACSB and others identified by the School and University.**

### Facilitating Labour Market Insights

1. **Contribute to the programme of events run by the Postgraduate Careers (Business School) by developing and delivering activities to facilitate students’ understanding of a wide range of industry sectors.** This includes organising and facilitating industry focused seminars and themed networking events within the School and off campus.

2. **Contribute to Business School postgraduate students’ understanding of traditional and contemporary job search and self-promotion strategies, including the use of social media for online branding and networking purposes.**
• Research develop and maintain, in conjunction with other members of the Postgraduate Careers Team, specialist information resources, tailored to the needs of postgraduates in the Business School, taking into account the international dimension of the student and alumni audience.
• Contribute to the development and content of online resources including podcasts, videos, webinars, blogs and Twitter feeds and web pages.
• Support ‘job ready’ students to target relevant organisations. Activities may include one to one discussions, workshops and seminars.

5

Personal Learning and Development
To improve professional capability and expertise through continuous professional development and to attend relevant conferences, training in order to update and improve the necessary professional skills underpinning the role.

5%

6

Travel and ‘out of hours’ working
Inherent within the role and job level is the expectation that the role holder would be available for a variety of evening events such as Business School open evenings, networking events, running evening webinars etc. Travel within the UK and occasional travel overseas may be required.

Any other duties appropriate to the role and level.

Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>• Excellent networking and relationship building skills.</td>
<td>• Experience of developing relationships with international organisations.</td>
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<td></td>
<td>• Articulate and persuasive with excellent negotiating and influencing skills.</td>
<td>• Experience of working in Higher Education.</td>
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<td>• Excellent presentation skills.</td>
<td>• Experience of working with postgraduate students.</td>
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<td></td>
<td>• Strong planning, organisation and project or event management skills.</td>
<td>• An understanding of international student issues.</td>
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<td>• Good analytical skills.</td>
<td>• Experience of coaching individuals/groups in job search and interview techniques.</td>
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<td>• IT literate, social media savvy and good understanding of database management.</td>
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<td></td>
<td>• Creative with a high level of entrepreneurial flair.</td>
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<td></td>
<td>• Enthusiastic and highly motivated.</td>
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<td>• Ability to work independently and to exercise initiative.</td>
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<td>• Collegiate and effective team player.</td>
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<td>• Ability to meet and deliver results against tight deadlines.</td>
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<td></td>
<td>• Sensitive, discreet and diplomatic.</td>
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| Knowledge and experience | • Experience of networking and relationship development with companies/professional bodies/clients/internal stakeholders to generate and deliver effective collaborations.  
• Proven success in pitching ideas/services and negotiating positive outcomes.  
• Track record of successfully co-ordinating and organising events/programmes of activity.  
• Experience of providing job search advice to individuals.  
• Experience of working within a culturally diverse community and an appreciation of differences in recruitment processes between the UK and elsewhere.  
• An understanding of the business school market, including rankings and accreditations, and the nature of business studies postgraduate education.  
• An understanding of the differing employment expectations of experienced MBA students, pre-experience Masters students and PhDs.  
• Knowledge and understanding of careers and professional development work within a postgraduate business school environment and/or the HE sector.  
• Knowledge of UK employment law, specifically in relation to equal opportunities and national minimum wage.  
• Understanding of immigration regulations in relation to international students working in the UK during and after studies. |
| Qualifications, certification and training (relevant to role) | • An Honours Degree or equivalent plus significant experience in an area such as employer/business engagement, professional level recruitment consultancy, in-house graduate/professional/MBA recruitment, business development or similar.  
• A Masters degree in a business related topic and/or a professional qualification in recruitment/HR. |
| Statutory, legal or special requirements | • Awareness of the implications of legislation on equal opportunities and data protection for career guidance. |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

![Diagram showing relationships between Line manager, Role holder, Key stakeholder relationships, and various roles such as Postgraduate Careers Manager, Employer Relations Consultant, Colleagues, Internal/External Connections, Business School Students.](image-url)