## Purpose of role

This role is part of the Recruiter Services Team which is responsible for the organisation, administration and promotion of a range of services for employers seeking to recruit Nottingham students and graduates for post-graduation employment, vacation work, work experience and voluntary work.

Duties include liaising with a wide cross-section of employers to publicise vacancies to students and graduates through a range of media and arranging a variety of virtual and on campus events.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td><strong>Event Delivery</strong></td>
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<tr>
<td>▪ Organising and administering virtual and on campus employer presentations including daytime/evening events, sector specific careers panel sessions and employer focused events, during the autumn and spring terms.</td>
<td>30%</td>
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<tr>
<td>▪ Working with colleagues to organise on-campus and virtual recruitment fairs including marketing the event to exhibitors and students through a wide range of media; undertaking organisational tasks prior to the event, administering the logistics on the day and getting involved with evaluating the event via employer and student feedback.</td>
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<td>▪ Working effectively with staff at all levels by providing high quality customer service; and answering complex questions from employers and students, many of which can be urgent.</td>
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<tr>
<td>▪ Collecting feedback about events from employers and students as directed by the Recruiter Services Team Leader.</td>
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<tr>
<td><strong>Vacancy Handling</strong></td>
<td>30%</td>
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<tr>
<td>▪ Publishing vacancies supplied by employers that are relevant and appropriate for students at the University of Nottingham via our Careers Management System.</td>
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</table>
- Checking vacancy information is in line with Service policies and complies with employment law. Regular updating of all vacancy information on the Service’s website.

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**Publicising our services to local, national and international employers**

- Providing a point of contact for employer and student enquiries (by email, telephone and occasionally face to face) and giving information about specific events and services offered to employers by the Careers and Employability Service.
- Working with Careers and Employability Service colleagues to continually develop our offer to employers and to ensure all members of staff are aware of how employers can engage with the University.

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**Additional Responsibilities**

- Supporting the delivery of the Careers and Employability Service overall strategy by participating in strategic groups, task and finish groups and service delivery where appropriate.
- Producing reports and statistical information using data recorded at events and on the Careers Management System.
- Regular updating of event information for publishing on the Careers website and Events newsletter.
- Generating invoices for services provided in a timely and accurate manner.
- Uploading content onto our social media channels.

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- Any other duties appropriate to the grade and role of the person appointed.
## Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
|        | ▪ High quality organisation and administration skills  
▪ Proficiency in the use of Microsoft Office suite  
▪ Excellent attention to detail  
▪ Excellent time management skills  
▪ Ability to prioritise workload with competing deadlines  
▪ Excellent verbal and written communication skills alongside strong negotiation skills  
▪ Ability to analyse data and present statistical material in an appropriate manner | |

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<thead>
<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
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</table>
|                          | ▪ Experience of delivering front line work with excellent customer service  
▪ Significant administrative experience in a client facing role  
▪ Experience of liaising effectively with a diverse range of people  
▪ Marketing and promotional experience including the use of social media  
▪ Knowledge and understanding of Data Protection and Information Handling principles  
▪ Experience of career related event organisation | ▪ Experience of the higher education environment  
▪ Knowledge of graduate recruitment  
▪ Knowledge of Equality, Diversity and Inclusivity along with relevant legislation |

| Qualifications, certification and training (relevant to role) | Essential | |
|-------------------------------------------------------------|-----------|
|                                                             | ▪ Good level of education evidenced by GCSE English and Mathematics Grade C or above or equivalent  
▪ NVQ Level 3 or above or equivalent in a business-related subject | |

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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
- Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
- Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
- Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
- Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

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Line manager

Role holder

Key stakeholder relationships
  - Other Careers and Employability Service Colleagues
  - Employers
  - Students
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