



Job title	Recruiter Services Coordinator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	Careers and Employability Service, Academic Registrars	Location	University Park Campus

Purpose of role

The University of Nottingham Careers and Employability Service (CES) is a large, sector-leading professional service that is committed to advancing the prospects of our students and graduates.

Based in locations across our UK campuses, we work as one service to provide collaboratively conceived, locally managed and collectively delivered services to students from all our Schools and Faculties.

The Careers and Employability Service has an excellent track record in supporting its students in their transition from University, and into the first steps of their future careers.

The Recruiter Services Team supports the institutional strategy in terms of business engagement and employability and reflects the fact that graduate destinations are a key priority for the university. The focus of this role within the Recruiter Services Team will be to engage with employers for the specific purposes of supporting employability of students and graduates, through the organisation, administration and promotion of a range of activities including an online jobs board, presentations, brand activations and careers fairs.

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. A key component of our 2027 Vision is that the role holder will support activities undertaken across the whole of the Careers and Employability Service for the benefit of students, graduates and staff.

To meet the requirements of the role, you will occasionally need to work outside normal hours, for example attending early evening events.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Supporting employers with recruitment</p> <ul style="list-style-type: none"> ▪ Working effectively with employers and university staff at all levels by providing high quality customer service; and answering complex questions from employers and students, many of which can be urgent. ▪ Publishing vacancies supplied by employers that are relevant and appropriate for students at the University of Nottingham via our Careers Management System ▪ Ensuring access to vacancies by students and graduates through use of an online jobs board 	30%

	<ul style="list-style-type: none"> ▪ 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. 	
2	<p>Supporting employers with brand awareness activities</p> <ul style="list-style-type: none"> ▪ Delivering a programme of careers fairs, employer presentations and workshops across UK campuses. ▪ 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. ▪ 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. ▪ Collecting feedback about events from employers and students as directed by the Recruiter Services Team Leader. 	30%
3	<p>Publicising our services to local, national and international employers</p> <ul style="list-style-type: none"> ▪ 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 	30%
4	<p>Contribution to service delivery</p> <ul style="list-style-type: none"> ▪ 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. ▪ Regular updating of event information for publishing on the Careers website and Events newsletter ▪ Uploading content onto our social media channels 	5%
5	<p>Other Duties</p> <ul style="list-style-type: none"> ▪ Any other activity commensurate with the level of this post, as required by the Careers and Employability Service, Academic Registrars Division or wider University. 	5 %

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ 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 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of delivering front line work with excellent customer service. ▪ 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 	<ul style="list-style-type: none"> ▪ 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)	<ul style="list-style-type: none"> ▪ 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 	



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



