

Job Description

Global Employer Engagement Manager (MBA & Postgraduate Students) **Newcastle University Business School** **Faculty of Humanities and Social Sciences**

Main Purpose

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You will be responsible for placing MBA and postgraduate taught students, as well as recent graduates, in global employment positions.

Main Duties and Responsibilities

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1. To offer an in-house employment placement service for Newcastle MBA students, Masters students and recent graduates to maximise employment outcomes for all of the aforementioned groups
2. To proactively develop and manage key relationships with senior decision makers in external organisations to source employment opportunities for our global student and alumni body
3. To build networks and work with employers recruitment agencies, networks, professional association bodies and other stakeholders, to raise the profile of Newcastle University Business School and position Newcastle students and alumni as desirable future recruits
4. To develop and implement in-curricular and extra-curricular employability activities with regional, national and international employers to maximise the exposure for our students to key employers. This may include initiatives in key international markets.
5. To collaborate with the Business School's Careers Consultants and provide input on skill gaps and essential skills required by employers to inform employability initiatives
6. To track employment outcomes of students and alumni and provide data and reporting for key accreditations, rankings and Executive Board reports.
7. To research and communicate global recruitment market information and trends to senior management in order to inform decision making particularly with regard to the content of programmes
8. To develop and manage an effective CRM system, ensuring a coherent and coordinated approach to corporate relationship management is adopted School wide, enabling cross-selling of opportunities
9. To undertake additional tasks and responsibilities as required

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Person Specification

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	Qualifications	Essential or Desirable (E or D)
1	Educated to degree level (or equivalent)	E
2	Strong understanding of both the graduate and experienced hire employment markets	E
3	Experience gained in a recruitment role at a national and international level	E
4	An understanding of key issues for those starting their own businesses	E
5	Good understanding of the higher education sector: its opportunities and challenges	E
6	An in-depth understanding of graduate recruitment and selection processes and the needs of both recruiters and candidates	E
7	Established regional and national networks	E
8	The ability and interest to develop international networks	E
9	Ability to travel nationally and internationally as required for periods of up to ten days in one trip	E
10	Educated to postgraduate level in a related area such as HR or an MBA	D
11	Knowledge of international labour markets in particular China, Hong Kong, India and South East Asia	D
12	An up-to-date understanding and experience of the Global Graduate Labour Market in an international context	D
	Knowledge, Skills and Experience	
1	Self-reliant and, resilient with the ability to manage and prioritise a complex work-load	E
2	Confident and proactive in developing and maintaining new connections	E
3	Excellent interpersonal skills, including the ability to teamwork and network internally to the School and University and externally with a variety of high profile stakeholders	E

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4	Genuine interest in people and their development and in placing them in global employment positions	E
5	Flexible and adaptable attitude in the workplace	E
6	Excellent verbal and written communication skills and presentation skills	E
7	Excellent attention to detail	E
8	Proven success in a similar role	E
9	Proven record of drive, innovation and achievement	E
10	Proven ability in a results-focussed relationship management role	E

HR Office Use Only	
SAP Position Number:	
Grade:	F
Effective Date:	28/01/2019