



## **JOB DESCRIPTION**

### **Senior Employer Engagement Officer Professional 5 Student Support & Development Permanent**

#### **Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

#### **Overview of the department**

Student Support and Development (SS&D) provides personal and professional development and support to students at DCU and is a busy and diverse Unit which includes the Careers Service, Student Advice Centre, Counselling & Personal Development, Student Learning, Financial Assistance, Chaplaincy, the Student Health Centre, Disability & Learning Support, and the Access Office. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>

The Careers Service within SS&D is currently seeking a Senior Employer Engagement Officer to work with the Careers team to provide a quality integrated service to both employers and students.

## **Role Profile**

The Careers Service works with all students from undergraduates, postgraduate taught and postgraduate research to help students and recent graduates reach their potential and fulfil their career aspirations. A core activity of the Service is connecting students with employers. All members of the Careers Service team are involved with employer engagement.

The Senior Employer Engagement Officer will help to increase DCU's graduate employer engagement across all sectors nationally and internationally to provide students (including final years, postgraduate, international and PhD) and recent graduates access to employment and employability opportunities. The successful individual will contribute to the broader Careers Service' strategic objective of building engagements and partnerships locally, nationally and internationally, and will have shared responsibility for the planning and delivery of DCU Careers employer engagement in the Ireland and internationally, ensuring the development of events and services for employers to promote their opportunities to DCU students and recent alumni.

## **Principle duties and responsibilities**

Responsibilities include but are not limited to:

### **Strategy**

- In conjunction with the Head of Careers Service, to develop a global engagement strategy that aligns to DCU's overall engagement and partnership strategy.
- In conjunction with the Careers team, plan and deliver DCU Careers Service employer engagement in Ireland and internationally, ensuring the development of events and services for employers to promote their opportunities to students and recent graduates through a variety of medium including the MyCareer online vacancy board, Careers Fairs, newsletters, employers on campus, skills development programmes and other networking programmes.
- Develop and implement a system to increase the portfolio of productive employer relationships through maximising existing business development activities to enable an increase in the recruitment of DCU's students and recent graduates.
- Development of sponsorship opportunities for employers.
- To provide the Head of Careers Service with relevant reports and management information and advice so that it can be used to shape, identify and support key performance indicators in order to enhance future effectiveness.

### **Events & Relationship Management**

- Develop relationships with employers, for example, meeting with employers, promoting our students and programmes of study to employers, and ascertaining employer recruitment needs.
- Produce proposals for career events (timelines, venues, suppliers, legal/GDPR, staff and budget).
- Oversee all aspects of career events such as career fairs, skills sessions, presentations, information stands, liaising with the careers team, internal and external stakeholders, ensuring the needs of DCU students and recent graduates are considered and incorporated.
- Working with the Employer Engagement Officer (operations) to organise events and take specific responsibility for certain events.
- Building on existing synergies with Placement & INTRA to enhance employer engagement and employer relations.
- Develop practical and realistic plans that ensure the most effective use of available resources.

### **Supervision**

- Day to day supervision for 2 staff members (employer engagement officer (operations) and operations and engagement coordinator) and student career ambassadors, ensuring (i) appropriate workloads are set and delivered (ii) ensuring high standards and performance, (iii) providing ongoing training and support.

### **Policies, Procedures and Reporting**

- Overall responsibility for the employer and events entity within the Careers CRM system.
- Develop processes and policies for employer database management.
- Review and update jobs board terms and conditions.
- Develop clear and accessible processes for employer engagement.
- Develop and produce post event evaluations and reports to inform future employer engagement activities.

### **Qualifications and Experience**

#### **Essential Criteria**

Individuals must possess:

- A primary degree or equivalent (NFQ Level 7) in a relevant discipline
- Minimum three year's recent relevant experience in an employer engagement or client relationship role or business development role working directly with businesses, large or small.
- Proven experience of proactively developing services and/or processes to improve the design and delivery of stakeholder engagement.
- Evidence of project management skills.
- Experience of event management.
- Experience of evaluating services to demonstrate impact, and of making the associated business case.
- Evidence of IT, organisation and time management skills.
- Evidence of excellent communication skills (oral and written)
- Evidence of working cohesively as part of a team as well as on own initiative.

#### **Desirable Criteria**

- A relevant post graduate qualification
- Membership of professional bodies (in a relevant field)
- Previous experience of working in talent acquisition or recruitment or employer engagement or working in a client relationship role in Higher Education.
- Experience of developing systems to manage stakeholder relationships.

#### **Essential Training**

The postholder will be required to undertake the following essential compliance training:

Orientation, Health & Safety and Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.