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**Support and Professional Services**

**Department of Employability**

**Graduate Recruitment Consultant**

**ZZ600002**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £22,214 to £25,728 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Graduate Recruitment Consultant |
| **Grade:** | 4 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:****Location:** | Employability (Careers and Employability Service) James Watson East |
| **Position Reference No:** | ZZ600002 |
| **Cost Centre:** | 46001 |
| **Responsible to:** | Employer Engagement Officer  |
| **Responsible for:** | None |
| **Effective date of job description:** | December 2017 |

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| **Purpose of Job:** |
| Within the Careers and Employability Service, the Recruitment team source and provide part-time work, internships and graduate jobs for students and graduates.The Graduate Recruitment Consultancy is part of this team and works very closely with local SMEs, and some national employers, providing a bespoke recruitment service and where applicable, engaging them in other employer activities on campus, such as presentations, assessment centres or employer awareness events. The post will be responsible for employer recruitment campaigns, and will also provide ongoing support to a student or graduate using the Graduate Recruitment Consultancy. Each consultant is responsible for developing and maintaining links with at least one faculty, relevant employers and growing opportunities in key sectors. The post holder will work to support the university strategic plan and the departmental service plan.  |

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| **Key Responsibilities:** |
| 1. To be the first point of contact for businesses, students and graduates wishing to register with the Graduate Recruitment Consultancy, to explain the service and to assess their requirements. This is delivered by telephone as well as face to face work with the students, graduates and businesses.
2. Identify prospective employers and contact them by e-mail, telephone and in person to introduce and sell the services of the Graduate Recruitment Consultancy - negotiating and agreeing fees, as appropriate.
3. To provide a client centred recruitment service, working alongside the employer. This will include shortlisting of candidates, arranging interviews, providing feedback, and supporting both parties throughout the recruitment process.
4. To source, research, plan and undertake client visits with businesses and organisations. This will include selling the benefits of using the Graduate Recruitment Consultancy service, the benefits of employing a graduate or a student negotiating service fees and cross-selling the services of the Recruitment team where appropriate.
5. To provide students and graduates with relevant information about all opportunities the team are either handling or are aware of, giving advice and guidance regarding interview arrangements and how to approach employers directly as well as diplomatically providing constructive feedback.
6. Advising and actively assisting students seeking to secure graduate roles, internships or work experience. This will include reviewing their CVs, covering letters and application forms supporting them in their career planning, job application process and employment expectations.
7. Working with the Faculty Careers Adviser and academic colleagues to promote the services of the Graduate Recruitment Consultancy, including work with employers , alumni, graduates and students within a Service Level Agreement. This will include the delivery of short presentations about our service, across campus.
8. Maintaining and updating records on the CRM database system, for both candidates and employers, maintaining and collating statistics relating to the Graduate Recruitment Consultancy and its service users.
9. To respond to queries on the generic Graduate Recruitment Consultancy email address, providing information as appropriate and judging when to refer on.
10. To advertise and promote all roles on line, via CRM mail shot, on social media or visibly within the Careers and Employability Service.
11. Attending external and internal meetings, events, activities and initiatives to promote and represent the department and its services.
12. Any other duties consistent to the post as required by the Head of Department and the Student Employment, Enterprise and Opportunities Manager. This could include stepping in to assist colleagues in the wider team during periods of absence, and to ensure our offer to students, graduates and employers remains consistent and professional.
13. Evening and weekend work, although infrequent, is expected in support of our activities.
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| **Working Relationships to Include:** |
| Head of DepartmentStudent Employment, Enterprise and Opportunities ManagerEmployer Engagement OfficerRecruitment TeamVolunteering TeamNestStudentsGraduatesCareers TeamAcademic Staff associated with relevant FacultyPlacement OfficesInformation TeamBusiness Associates – RISBusinesses |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Establishing and maintaining student records, databases and a customer relations management system (CRM)Extensive experience of working in a busy customer focused environmentExperience of working over the telephoneExperience in business development or salesExperience as a Recruitment Consultant | EEEED | AF SAF SAF SAF SAF S |
| **2.** | **Skills & Abilities** |  |  |
|  | ICT literate including Microsoft Word, Access, ExcelExcellent keyboard skills, with accuracy and attention to detailLiteracy and numeracyAble to collate and organise informationExcellent written and verbal communication skillsExcellent customer service skills | EEEEEE | AF SAF SAF SAF SAF SAF S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | GCSE/O level in English & Maths A - C Degree or equivalent  | EE | AF AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to providing good service to internal and external customersHighly motivated person who wishes to work in a team setting and with the ability to work without close supervision and with confidence Ability and willingness to travel and work away from the office with clients as needed.Excellent team playerDriver with access to a vehicle | EEEED | AF SAF SAF SAF SAF S |

**Legend**

**Rating of attribute: E = essential; D = desirable**

**Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)**

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 | x | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 | x | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Julia Hughes |
| **Date** | December 2017 |
| **Extension number** | 2690 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.