The role

This role will work with the Head of Business Development and Projects and wider team to increase corporate engagement, developing initiatives and corporate relationships that contribute to the strategic goals of the MBA Careers Service and Programme. The primary goal of increasing corporate engagement with the Cambridge MBA is to develop project, career and internship opportunities for MBA students, in order that Cambridge Judge becomes the Business School of choice for applicants.

The role

The role will:

- target new opportunities to increase the scale, quality and number of corporate relationships and strategic partnerships for the MBA programme
- maximise and promote the number, breadth and quality of employment opportunities available to students and alumni
- manage the MBA project process
- analyse business development and student employment outcomes and student satisfaction levels, continuously adjusting activities based on outcomes
- conduct ambassadorial outreach to major international companies
- develop and promote new projects and career/internship opportunities through proactive outreach and visits as well as responding to customised projects
- proactively identify and contact companies to increase corporate outreach
- collaborate with other School departments to co-ordinate business development with corporates and project activities
- work with the wider Careers team on cross-team projects.

The role holder will be expected to become an expert resource to students on a pre-agreed list of specific in-demand industries. The role holder will deliver workshops, generate online content and meet students in order to disseminate a deep understanding of the industries, so that students can use that knowledge to improve their chances of getting projects, internships or employment in those industries.
Main responsibilities

MBA project delivery

- Liaising with Head of Projects and Business Development to ascertain areas of student interest and source appropriate projects, including management of student activities, liaising with project manager to ensure projects are fairly allocated, supervision and marking is effective.
- Using business plan, proactively research and identify relevant project opportunities, briefing clients on project specifications, developing and agreeing contractual terms of engagement and following up for review, feedback and engagement in other activities in the MBA and across the School.
- Engaging with faculty and other colleagues within the School, relevant departments of the University and business networks.
- Working with MBA Programme Office to identify, select and brief faculty supervisors and external business mentors to work with students on projects and develop and agree contract.
- Developing systems and processes across all projects to ensure they are delivered successfully on time and to mutual benefit of School, client and students.
- Collecting and developing case studies for marketing collateral for potential recruiters internship and project hosts.

Business development and relationship management

- Supporting Head of Business Development and Projects in planning and implementing strategy for building long term, sustainable relationships with key corporate partners, particularly in underrepresented sectors.
- Supporting Head of Business Development and Projects in identifying and engaging new corporate partners, particularly in underrepresented sectors, geographies and functions.
- Contributing to annual business development plan by building business development plan for pre-agreed industry sector, taking into account student profiles and interests and key strategic company targets to both maximise career benefits whilst fulfilling employer hiring needs. Include detailed actions and milestones for each company, including events, visits, internships, job postings, projects etc.
- Regularly reviewing progress with the Head of Business Development and Projects to ensure that company contacts and account managers are appropriate for the level of engagement and workload.
- Engaging with senior leadership in companies to understand the companies’ talent needs, spot potential project, internship and hiring opportunities for students, and encourage companies to engage with the School and our students.
- Representing the School at relevant conferences, meetings and events to disseminate knowledge about our students and to identify potential collaborations.

Research and analysis

- Using combination of desktop research and in-depth conversations with target companies or industries, develop deep expertise in the talent needs and recruitment practices of companies in pre-agreed industries. The role holder will document and disseminate this information both online
and in person so students can use it to prepare for interviews and pitch for internships in these target companies or industries.

**Student engagement and development of their skills**

- Working with Careers team to share knowledge of recruitment practices with students. Working with students interested in these companies or industries to improve their career skills, by personally leading workshops, giving presentations, or holding consultations sessions with small groups of students.
- Highlighting suitable jobs, internships or projects that have been uncovered through business development to students.
- Working closely with MBA Careers team and Alumni Relations team to ensure a good match of project to student interests and to aid student in their networking and recruitment activities.

**Event organisation**

- Working with the Employer Relations Lead to organise events that bring the employers in the industries under the role-holder’s purview, in contact with interested students.
- Promoting and disseminate information through social media channels.

**Tracking of results**

- Tracking and reporting business development activities and results to Head of Business Development and Projects and deliver annual report for DAG (Directors Advisory Group).

**The person**

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Experience working in business development or sales.
- Experience of working in, or an understanding of the business school environment and the demanding experienced professional student cohort.
- Experience of presenting to a discerning professional audience with authority and confidence.
- Ability to build rapport and sustainable relationships with experienced professionals at all levels of business.
- Persuasion and influencing skills.
- Ability to quickly learn about new industries and companies.
- Undergraduate or Masters degree.

**Benefits**

This is a full-time position. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £30,395-£39,609 per annum (full-time equivalent).
The funds for this post are available for 24 months on the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 7 October 2018.

Interview days will be 16 and 17 October 2018.

Applicants are required to provide details of two referees. These will not be contacted unless he applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011.
Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.