JOB TITLE:  EMPLOYER ENGAGEMENT CONSULTING LEAD

REPORTS TO:  HEAD OF EMPLOYER ENGAGEMENT AND PROJECTS

Background

Cambridge Judge Business School (CJBS) delivers a suite of postgraduate business education programmes, offering experiential learning and personal and professional development to experienced postgraduate professionals from over 50 countries across the globe looking to progress their careers. The CJBS Career Centre supports the professional development and career ambitions of CJBS premium fee programmes, the largest revenue-generating degrees of the School, with annual cohorts of 400 students contributing circa £30m in revenue. Our students are mature business professionals, with work experience ranging from three - thirty years and the overall average work experience across programmes is eight years.

The role

The CJBS Career Centre is key to ensuring that our students get the professional development, career management skills and recruitment opportunities to achieve their career ambitions. It is essential that we provide an extensive, international, and diverse portfolio of opportunities to meet and exceed the very high expectations of potential candidates and the mature business professionals that make up our student body.

The consulting sector is consistently the top target sector for our students, and it is essential that they are equipped with the skills that allow them to be successful in a very competitive process. The primary responsibilities of the Consulting Lead are to:

- identify, establish and maintain positive relationships with key postgraduate employers of CJBS students in the consulting sector to encourage recruitment from the School;
- work with recruiters to understand recruitment requirements and use that to design, develop and deliver a consulting skills programme that gives our students the knowledge, skills and experience they need to be successful in the competitive consulting recruitment process.

Internally, the role holder works closely with the Head of Employer Engagement and Projects and the wider Employer Engagement team, the Head of CJBS Careers, the Executive Directors of the MBA, EMBA, MFin and MAcc teams, faculty, Centres, and other members of the Business School.

Within the University, the role holder liaises with the Cambridge University Careers Services, the Development and Alumni Relations Office and other relevant Departments.

Externally, the role holder identifies, develops, and maintains relationships with global postgraduate consulting employers, with CJBS and University of Cambridge alumni worldwide, and with competitor business schools for benchmarking and best practice.

The primary responsibilities of this role are to lead on business development, and on training in consulting skillsets in order that our students have the opportunities and skills to be successful in the competitive consulting recruitment space.

The role holder will build relationships with individuals and organisations within the consulting industry to determine, develop and facilitate the Schools strategies, targets, and success in this market. It identifies and
manages new business and key client accounts to maintain and deepen excellent working relationships, so these employers hire from our world class talent pool.

The role holder negotiates with senior recruiters of global companies to ensure that recruitment activities are aligned with CJBS programmes and timelines and works with them to understand recruitment requirements and required skillsets, so our students have the best chances of success.

The provision of recruitment services to employers; and to expand the range of recruitment activities and employment opportunities available to CJBS students.

**Main Responsibilities**

**Business development strategy and planning**

- Contribute to the annual Employer Engagement strategy and action plan; identify target organisations in consulting and professional services sector and develop business plan to increase number and range of organisations engaging with CJBS students for projects, internships and employment. Business plan to include research, outreach and target milestones for each organisation, with the aim of increasing the number of relevant job opportunities for our students.
- Engage with recruiters and employers in the sector to understand talent needs, required skills and experience to share with students, the Careers Team and programmes; leverage corporate contacts of current students and alumni to facilitate engagement; proactively initiate new leads and relationships with senior management of key organisations in the sector in order that CJBS is viewed as a priority target School.
- Network with senior leaders, practitioners and HR professionals to build sustainable long-term relationships, via regular visits, professional conferences and meet-ups; bring organisations to campus to connect with students and the broader CJBS community and log all engagements on customer relationship management (CRM) for research and analysis.
- Collaborate with other CJBS departments, including Cambridge University Careers Service (CUCS), External Affairs, Alumni and relevant faculty to maximise business development opportunities and project activities, engagement and support.

**Student engagement and training**

- Use data from incoming students to develop and implement an engagement strategy and action plan in conjunction with the Head of Employer Engagement, Head of Career Development and Head of Careers. With the Head of Career Development, design and deliver career sessions relevant to the sector both virtually and in person.
- Identify required skillsets and career pathways for students interested in consulting; develop a programme of information sharing and knowledge transfer via presentations, workshops, one-to-ones and relevant learning materials, leveraging School, corporate and alumni contacts.
- Design and deliver a Consulting Development skills curriculum, balancing student aspirations and the needs of the market, delivering workshops, group sessions and one-to-one coaching and via online tools such as webinars, Teams and the School's virtual learning environment (VLE).
- Develop learning resources and materials in a variety of formats and outreach plans to connect students with their target companies.
- Organise a programme of education, visits, lectures and workshops to create the best conditions for networking between students, alumni and prospective employers.
• Engage with student Special Interest Groups (SIGs) to facilitate knowledge transfer and with alumni to strengthen support for the School, involve them in recruitment activities and facilitate referrals. With the Employer Engagement team, develop and manage a process for systematic follow up with CJBS alumni to facilitate networking, information and mentoring for students.
• Research and post relevant roles on the Online Careers Centre and propagate opportunities via SIGs, Teams and other appropriate channels.
• Manage individual relationships with allocated group of ‘case’ students through initial one-to-one meetings and regular follow-ups. Ensure students are engaged throughout the year and highlight any (potential) issues at earliest opportunity.

Research, analysis, and reporting of labour market insights
• Analyse pre-entry survey to identify regions, sectors and organisations of interest; research, report and share relevant market trends with students, senior management and programmes in the form of regular (termly) insight reports.
• Analyse and interpret recruitment activities and destination data to revise and refine business development activities and target companies.
• Research analyse and report on recruitment trends and employment prospects across regions, sectors, functions and company organisations in this sector. Make recommendations to prioritise business development activities and to share with students and senior management.
• Conduct competitor research and benchmarking to track and improve business development activities.
• Establish and manage metrics and processes to track business development activities, outcomes and results with a view to continuous improvement; create activity reports for stakeholders to include number, range of recruiters and job opportunities created.
• Produce reports, recommendations and strategies for increasing number of students achieving desired consulting roles for senior management; train team members on effective interventions to ensure students have best possible preparation for success.

Marketing and communications
• Work with the Employer Engagement, Operations and Marketing teams to develop a marketing strategy, plan and timeline to connect with prospective employers and encourage engagement with CJBS.
• Identify student and recruitment stories to support marketing materials and campaigns.
• Create customised profile books for recruiters in target sector.
• Market the School and its programmes to prospective employers, recruiters and practitioners in target sector.
• Devise customer pathways for recruiters to allow for simple, accessible engagement with the School.

Relationship management
• Manage relationships with faculty, alumni and relevant industry advisors in sector to ensure effective and timely insights and knowledge sharing.
• Key account management of selected recruiters in sector.
• Manage relationship with relevant SIGs, ensuring co-ordination of activities, treks, competitions, conferences etc.
• Devise, manage and attend sector career activities, ensuring on and off campus activities, presentations, panel discussions, interviews, networking, information sessions etc. run smoothly and meet recruiter and student needs.
• Create feedback loops for students and recruiters in order to improve delivery and impact of sessions.
• Develop strong networks with other universities, leading business schools, careers community and learning and development professional organisations to keep updated on latest career management thinking, share knowledge, continuously evaluate and benchmark best practice.
• Identify any gaps in provision and seek out new resources and innovative solutions for delivering insights on target sector.
• Liaise with Alumni in consulting firms to strengthen support for the School and involve them in training, coaching and recruitment activities where appropriate.

The Person

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

• University degree and relevant postgraduate qualification. Coaching or Chartered Institute of Personnel and Development (CIPD) qualification desirable. Case coaching skills highly desirable.
• Understanding of leading consulting and professional services firms targeted by mature professional postgraduate students, including knowledge of recruitment procedures, common job profiles and career development paths.
• Experience working in consulting or professional services for blue chip clients. Career and talent development experience, or blue-chip recruitment and selection expertise.
• Career guidance, coaching and training experience including designing and delivering engaging career and talent development activities to groups and individuals in either a Business School or ‘blue chip’ employer context.
• A flexible approach to participate and contribute to the wider work of the careers team; a willingness to support colleagues, team working mind-set.
• Understanding of the graduate business school competitive environment, and appreciation of the expectations and demands of careers provision and employment by premium fee students
• Outstanding organisational skills, including the ability to plan and organise one’s own work within demanding time scales and to be attentive to detail, the ability to turn rapidly and with full concentration from one task or person to the next.
• Demonstrate maturity and judgment, possessing the gravitas and self-confidence to be a positive ambassador/representative of the University of Cambridge and Cambridge Judge Business School at senior international levels.
• Commitment to quality and continuous improvement.
• Consultative business development experience and skills in a Business School, world class University or commercial context.
• Skills and experience in use of CRM systems; virtual learning environments; LinkedIn, online discussion and job boards.
• Project management skills.
The ability to build strong working relationships with external and internal members of the CJBS community, as well as those in the wider University, other leading business schools, corporate partners and external providers.

Creativity, patience and resilience with an often demanding constituency; understanding of the often reactive and immediate nature of student advisory work.

Self confidence to deal with a wide range of talented students.

The empathy, rapport building, resilience and interpersonal skills required to coach individuals through career transitions, adapting approach according to different audience needs.

Benefits

This is a full-time position working 37 hours per week. 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 £36,914–£49,553 per annum.

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 11 January 2021.

Applicants are required to provide details of two referees. These will not be contacted unless the 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 2013.

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) 768497 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.