

JOB TITLE: EMPLOYER ENGAGEMENT – FINANCE LEAD (FIXED TERM)

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 some of CJBS's premium fee programmes, the largest revenue-generating degrees at the School. Annual cohorts of over 400 students in the MBA (Master of Business Administration), MFin (Master of Finance), EMBA (Executive MBA) and MAcc (Master of Accounting) programmes, contribute around £30 million in revenue to the Business School. Our students are mature business professionals, with a minimum of three years' work experience and an average across programmes of eight years. Candidates make a significant investment in their education and future and have high expectations of professional career support that will deliver outcomes commensurate with that investment.

CJBS is consistently ranked as one of the world's top business schools, with our MBA, MFin and EMBA programmes ranking among the top in the world by the *Financial Times*. The performance of our premium programmes is of vital importance to the ongoing international reputation and success of the Business School. Over 40% of the key *Financial Times* global ranking is based on career impact - number of the cohort in employment after three months, salary uplift, alumni career progression and satisfaction with careers provision offered by the Business School. Applicants rely heavily on these rankings in their choice of programme. This role is therefore key to ensuring that students with ambitions to grow careers in finance get the professional development, career management skills and recruitment opportunities to achieve their career ambitions.

The role

The role holder plays a pivotal role in the strategic planning, co-ordination, and delivery of Careers provision in the finance sector, a key target sector for our postgraduate students. The role holder is the key point of contact for the MFin programme to ensure that delivery is aligned with programme's goals, and with MFin students in the Careers team.

The role holder helps students gain the knowledge, insight, and skills to successfully navigate their job search and career journey in the finance sector. The role holder initiates, develops, and manages relationships with employers and recruiters in the sector, identifying new areas for business development based on market research and student interest to increase scale, quality and number of corporate relationships and strategic partnerships.

This role works with the head of Career Development to ensure a timely, relevant, and effective programme of support to help students with their career planning and job search endeavours.

This role will build relationships with individuals and organisations within the finance sector to determine, develop and facilitate CJBS's strategies, targets, and success in this market. The role involves developing, setting, and meeting key performance indicators (KPI) targets on a regular basis.

This role leads on business development in this sector, identifying and managing new business and key client accounts and developing excellent working relationships, to ensure that CJBS is a target school of choice for recruiters. The role will regularly collaborate with, and produce reports, recommendations, and strategies for senior management. The role holder must keep up to date with the field of finance recruitment, employers in this area, and competitors' products and activities.

The role intersects business development, alumni, and employer relations, working closely with the Head of Employer Engagement and Programme directors to ensure business development activities are aligned with programme, Business School, and student goals. They also work with student special interest groups, the finance centres, Alumni and External Engagement, and Executive Education to identify opportunities for employer outreach.

Main responsibilities

Business development strategy and planning

- Contribute to the annual employer engagement strategy and action plan; identify target organisations in the finance 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, 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 the customer relationship management system (CRM) for research and analysis.
- Collaborate with other CJBS department and relevant faculty to maximise business development opportunities and project activities.

Student and alumni engagement

- Use data from incoming students to develop and implement an engagement strategy and action plan in conjunction with Heads of MFin programme, Alumni and Employer Engagement, Career Development and 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 the finance sectors; develop a programme of information sharing and knowledge transfer via presentations, workshops, one to ones and relevant learning materials, leveraging Business School, corporate and alumni contacts and managing external advisors for specific skills sessions.
- Develop 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 to facilitate knowledge transfer and with alumni to strengthen support for CJBS, 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 special interest groups (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 highlights 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 trends and insights, and number, range of recruiters and job opportunities created.

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 CJBS 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 Business School.

Relationship management

- Manage relationships with faculty, research centres, 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 special interest groups, ensuring co-ordination of activities, treks, competitions, conferences etc.
- 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 network with other universities, leading business schools, careers community, and learning and development organisations in order 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.

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:

- University degree and relevant postgraduate qualification.
- Demonstrable experience and understanding of the finance labour market, including knowledge of recruitment procedures.
- Business development/origination experience including ability to build strong, sustainable relationships from scratch.
- Experience and understanding of the Business School context and of the expectations of experienced postgraduate professionals
- The ability to design and facilitate career events, and strong programme management and communication skills.
- Experience of employment markets, hiring practices, job opportunities and career paths of postgraduate students in this sector.
- The empathy and interpersonal skills required to help individuals navigate and manage career transitions. The ability to adapt approach according to different audiences' needs.
- Experience working in a multicultural environment; sensitivity to employment differences between the UK and elsewhere.
- Excellent communication and interpersonal skills. Able to develop and build strong relationships, and effectively and professionally represent the programme, school and wider university.
- Ability to exercise a high degree of responsibility, judgement and initiative.
- A high degree of discretion, cultural awareness and sensitively.
- Strong project management skills with the ability to think strategically, multitask and deliver to tight deadlines.
- A high level of computer literacy and competent in the use of MS Office software, CRM systems, virtual learning environment (VLE) and remote tools (Teams, Zoom). Familiarity with computer databases, ability to manipulate and present data, and to learn new and complex systems.

- Commitment to providing outstanding levels of customer service.
- Highly developed planning and analytical skills, and a flexible approach to work.
- Ability to negotiate and influence at a senior level whilst maintaining positive relationships.
- Ability to communicate effectively and establish and maintain co-operative working relationships with an internationally diverse group of high performing individuals.
- Tactful and objective; ability to listen; ability to instil confidence in others.
- Ability to work both independently and collaboratively within a small team.
- Excellent oral, written and presentation skills.
- Customer service orientation and commitment to continual process improvement.
- Occasional weekend and evening work required.
- Experience in career mentoring, development, coaching or training; experience designing and delivering engaging career/talent development activities.

Benefits

This is a full-time position working 37 hours per week. There will be a six-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.

This is a fixed term maternity leave cover post for one year or until the return of the post holder, whichever is earlier.

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 28 April 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.