

Enterprise & Employability Administrator

Job Description

The Role

Job title:	Enterprise & Employability Administrator
Department:	Academic Services
Responsible to:	Head of Enterprise
Location:	Cirencester
Salary:	Grade 4 £20,092 - £23,487 dependant on qualifications/experience
Term:	Full-time, permanent, 35 hours per week
Relationships with:	Academic Services teams, Students, Academic staff including placement supervisors, other professional service teams at the university, external stakeholders including businesses.

Purpose

The post holder will provide general administration support to the Enterprise and Employability team within Academic Services including the administration of student placements, maintenance of records in the University's CRM (customer relationship management) system, updating the university jobs portal, supporting the planning, running and promotion of Enterprise and Employability events and activities, as well as general administrative duties (scheduling meetings, raising purchase orders, note taking etc.).

Key Responsibilities

1. Provide administrative support to the Enterprise and Employability team.

To undertake a range of administrative support, including responding to enquiries (internal and external) which may be via face-to-face, telephone or email, scheduling appointments, raising purchase orders, taking notes, recording stock levels and sales for the social enterprises as well as recording and providing data, as required.

2. Event co-ordination and administration.

Organisation of Enterprise and Employability events including (but not limited to) the Wednesday workshop series, expert sessions, social enterprise trade stands and supporting with the annual career fairs, as well as guest speaker sessions.

3. Ensuring the Jobs Portal is up to date.

Liaising with employers regarding advertising vacancies on the RAU Online Jobs Portal and ensuring vacancies are uploaded and promoted in a timely and efficient manner.

4. Placement administration.

To act as a central point of contact for placements for students, employers and academic staff. Ensuring that database is kept up to date, and all risk assessments.

5. Promotion of Enterprise and Employability activities and events.

To ensure that the initiatives, activities and events of the Enterprise and Employability team are visible on campus and online, this may be via printed material, face to face promotion, or online including (but not limited to) social media, emails, campus screens and Gateway.

6. Recordkeeping.

To work closely with team members to record usage of services and attendance at events, and supporting the monitoring and evaluation of our services.

7. Other.

To provide cover, when required, of the Student Hub desk and to undertake such tasks as may be requested, in support of the wider Academic Services Department.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after

their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Good standard of education to GCE A Level or equivalent.	E	A
Knowledge, Experience and Skills:		
Strong organisational and administrative skills, with an eye for detail, good time management skills and ability to prioritise tasks effectively and be proactive in progressing tasks and service developments using own initiative.	E	A, B
Excellent communication and presentation skills, written and verbal, with the ability to communicate confidently over the phone, via email and face to face to stakeholders at various levels of operations and management.	E	A, B, C
High level of competence in the IT Office suite and social media applications	E	A, B, C
Experience of creating promotional material for online, print or social media	D	A, B
Proactive in approach and able to use own initiative	D	A, B
Experience and knowledge of the Higher Education sector and issues relating to the enterprise and employability agenda	D	A, B
Willing to present to audiences or small groups (e.g. promotion of services/activities) in an engaging and inclusive way	D	A, B, C

Application Procedure

If you are interested in applying for this role, please send:

University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.

- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- **Closing date** : 28 November with **Interviews** on 7 December 2021
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you

have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](#).

