



# Career Coach and Employer Engagement Manager (Technology and eCommerce)

Park End Street, Oxford and Egrove Park, Kennington

Grade 8: £45,585 - £54,395 per annum

Permanent, full time

Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



## The role

The role of Career Coach and Employer Engagement Manager (Technology and eCommerce) is part of a new team that has been created to support students and grow relationships with employers in the Technology and eCommerce industry sectors. Technology and eCommerce are maturing and fast-moving sectors, identified as strategic areas of development in the School's continued focus on providing a world class pool of talented people, prepared for successful careers in some of the world's most prominent organisations.

The role of the Career Coach and Employer Engagement Manager is to:

1. Work with the Head of Technology and eCommerce Careers to implement a Career Development program for Business School postgraduate students, which balances student aspirations and market needs. This involves delivering workshops, group sessions, and one-to-one coaching.
2. Lead the employer business development and relationship management activities for the Technology and eCommerce sectors. This includes understanding the talent needs of employers, bringing employers to campus, publishing their jobs, and connecting these organisations to the broader Oxford and Saïd Business School community.
3. Facilitating labour market knowledge transfer from employers to our community for the Technology and eCommerce space.

## Responsibilities

### Employer outreach

Identify and cultivate new business development opportunities:

- Seek out and meet with new companies to introduce them to our student talent. Proactive initiation of new leads and actively forging new relationships with senior management of key organisations in the sector.
- Delivery of suitable recruitment opportunities to students in these organisations.
- Enhance existing relationships with selected employers and recruiters who recruit from the School and which students aspire to join. Actively network with senior management to raise the profile of the School and its students:
- Make regular visits to firms' head offices in the UK and elsewhere to manage, maintain and develop relationships, and to extend and leverage the commitment of their senior management to the School.
- Liaise with Alumni in the firms to strengthen support for the School with the firms and involve them in recruitment activities where appropriate.
- Provision of formal or informal presentations and updates about developments at the School and across its programmes, and to employers
- Comfortable using CRM systems; some experience with virtual learning environments; Skype and social media (Twitter, LinkedIn, online discussion & job boards) experience are also beneficial



- Arrange and host networking and convening events for employers, students and industry leaders.

#### **Coach students**

- Develop and maintain one-to-one student relationships, identify individual student aims and gaps and encourage pro-active use of Career Centre resources
- Assist students with defining career goals and managing their careers via one-to-one and group career coaching
- Provide students with mock interview practice; guidance and feedback on CVs, cover letters; LinkedIn profiles; and advice around networking and salary negotiation.

#### **Co-design, project-manage and deliver parts of the Career Development Programme**

- Co-design a best-practice career and skills development programme for assigned student groups
- Design and deliver career skill sessions to high professional standards. Delivery methods include presentations to large audiences, small group workshops, one-to-one coaching as well as via online tools such as webinars, Skype, and the School's Virtual Learning Environment
- Develop career learning materials in a variety of formats (factsheets, virtual learning content etc.)

#### **Student outreach**

- Reach out to, communicate with and engage assigned student communities
- Track career goals, development progress and employment outcomes for assigned student groups
- Increase the number of job opportunities for Technology and eCommerce sectors for Saïd

Business School masters students (across all programmes).

- Attend on-campus recruitment events, including occasional evening sessions
- Support off-campus students via technology platforms, for example, Skype or Google Hangouts

#### **Partner with stakeholders across the school**

- Build active and collaborative partnerships with stakeholders relevant to the role which can include Career Development Centre colleagues, Students, Alumni, Faculty, the Programme Office, and Senior Leaders of the School.



## Selection criteria

### Essential selection criteria

- Career guidance, coaching and training experience including designing and delivering engaging career and talent development activities to groups and individuals is essential, in either a Business School or employer context.
- The empathy, rapport building, resilience and interpersonal skills required to coach individuals through career transitions. The ability to adapt your approach according to different audience needs.
- Knowledge of and interest in the Technology and eCommerce sectors.
- Experience working in a sector(s) and/or function that our graduate students aspire to work in is desirable, for example: Technology & Digital, Consumer, FMCG, Marketing, Retail & Luxury, Energy, Industrials, Supply Chain or Healthcare. Career and talent development experience, or bluechip recruitment and selection expertise, is an advantage.
- Consultative Business Development experience and skills in either a Business School and/or commercial context is highly valued.

### Desirable selection criteria

- Foreign language skills could be an asset in working with some of our clients from different regions.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>



## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate

people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

## Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: <https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

## Diversity and Inclusion

The School is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.



The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

### **Our Values**

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

#### **Transformational**

We challenge constructively, provoke thought, and influence and inspire others to develop.

#### **Respectful**

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

#### **Entrepreneurial**

We embrace and encourage change and innovation. We are creative, flexible and brave.

#### **Collaborative**

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

#### **Purposeful**

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

#### **Excellence**

We are professional, focused and aligned, and have a responsibility to do the very best we can.

#### **Wellbeing**

Saïd Business School acknowledges the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best

to rectify them and making our line manager aware of aspects that they could support us with. Further information about Saïd Business School is available at [www.sbs.oxford.edu](http://www.sbs.oxford.edu).

### **Social Sciences**

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday UK time on the closing date stated in the online advertisement.

## If you need help

Help and support is available from:  
<https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [HR.recruitment@sbs.ox.ac.uk](mailto:HR.recruitment@sbs.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.



## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



## Oxford Saïd Exclusive Benefits

### Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

### Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

### Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

## University of Oxford Benefits

### Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

### Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

### Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%-8% and Employer contribution 6%-10%.

### NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

### University discounts

Wide range of discounts from external companies using a university card.

### University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





**Saïd Business School  
University of Oxford  
Park End Street**

**Oxford, OX1 1HP**

**United Kingdom**

**[www.sbs.oxford.edu](http://www.sbs.oxford.edu)**

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

**Saïd Business School, University of Oxford**