UNIVERSITY OF BATH

Job Description

Job title:	Projects Officer, BSc Business
Department/School:	School of Management
Grade:	6
Location:	Placements, Projects & International Studies Team

Purpose of the job:

The post-holder will form part of the School of Management's Placements, Projects & International Studies Team, taking responsibility for the BSc Business degree's Final Year Project (FYP) scheme. The team work together under the guidance of the Head of Placements, Projects and International Studies, with daily line management from the School's Placements Manager. The post-holder also works closely with the Academic Projects Manager.

The BSc Business degree incorporates two six-month periods of practical experience, thanks to which they enjoy an excellent reputation amongst graduate employers who are closely involved with the School in offering placements, projects, guest lectures, prizes and other forms of partnership. These organisational links are co-ordinated by a very well regarded Placements and Projects Office, which provides a high degree of support for both students and employing organisations.

During the final year of this four-year degree course, all students have to carry out a team "Final Year Project" (FYP) on behalf of a sponsor. The sponsors range from multinationals, to start-ups to NGOs and Charities. The project work, which is paid for by the participating organisations, starts in late September with the research carried out by a team of five or six students over a seven-month period alongside the students' other final-year studies. A final report is then submitted to the School (and the client company) and a presentation given by the student team to academic assessors. The scheme includes the opportunity to have an international research project carried out by students based in mainland Europe, America, Canada, Asia and Australia.

This is a busy and varied role involving daily communication with academic staff, students and current/potential project providers, so the post-holder will need to have excellent organisational skills, demonstrate a good use of initiative, and have the ability to multi-task and prioritise.

The BSc in Business attracts high-quality A-Level candidates who meet competitive entry standards, a typical offer being AAA. Around 90 per cent of graduates achieve Upper Second or First-Class degrees, and an excellent graduate employment record, with approximately 75 per cent of graduates in full-time employment six months after graduation, higher than the national average. The total number of students in each BSc Business cohort is approximately 150.

Source and nature of management provided
Placements Manager
Head of Placements, Projects and International Studies
Academic Projects Manager

Staff management responsibility
Support is provided by Placements Administrators

Duties and responsibilities

1.	**Projects**
	• Responsible for all aspects of the administration and management of the BSc Business Final Year Project (FYP) scheme.
	• Ensure that suitable projects are secured by the student teams each year (approx. 25 per year, including 12 international projects).
	• Prepare the initial brief with the client organisation and negotiate the content for a suitable project brief which is then discussed with the Academic Projects Manager (a member of the academic staff) to ensure that the final agreed proposal has sufficient academic scope to allow students to demonstrate their abilities.
	• Guiding and advising the student teams during the process and providing support as appropriate – for example, dealing with team dynamics issues, issues with project sponsors etc.
	• Overall organisation and administration of the assessment process for the FYP scheme every year.
	• Manage administrative and budgetary matters in relation to the Projects.
	• The Placements & Projects Officer is also required to work in close liaison with academic project coordinators; to act as first point of contact for the student teams and participating companies once the projects are up and running; to write and update relevant promotional material, website pages etc.
	• Produce update reports for management information. Completing projects and submitting written reports on findings and recommendations as requested.
	• Maintain accurate records detailing student teams, placement and project providers, and academic advisors.
	• Attendance is occasionally required at School of Management social and corporate events. (Please note that these events can be out of normal working hours).
	• Maintain the Moodle portal, including uploading relevant guidelines, advertising opportunities and making general updates as required to support students and providers seeking information. Ensure that other media such as web pages, displays, presentations are kept up-to-date.
	• Actively participate in meetings with the Placements, Projects & International Studies Team and the wider School/University; represent the University at conferences and external meetings as guided by the Placements Manager.
	• Represent BSc Business projects at examination boards.
	• Analyse and present data when required, submit relevant reports.

2	**Students**
	An important part of the course is to advise, assist and enable students to identify and secure suitable placement and projects, and maximise their benefit in terms of academic, personal and long-term career development.
	• Timetabled Professional Development Programmes (PDP) sessions - The key to this is delivering a high standard of preparation support for the project scheme, in conjunction with the Placements Manager, Placements Officers, and the Academic Projects Manager. The post-holder should be able to present, teach and deliver material accordingly.
	• The post-holder will continue to aim to develop and improve material and delivery of the programme.
	• Follow set guidelines and supervise and monitor students throughout the project period, assessing and resolving their demands, enquiries and problems.
	• Ensure that the appropriate reports are completed and submitted for assessment.
	• Advise academic staff, Personal Tutors and Placements staff of individual and general project issues.
	• Counselling students with personal and/or academic problems related to their placements and projects, and assisting students/sponsors experiencing project difficulties in liaison with other student support staff as appropriate. This requires the capacity to assess students' abilities and "profiles", and sensitivity to students' personal circumstances. Support will be available from line manager.
	• Carry out placement visits with BSc Business students as required.
3	**Project Providers**
	• All members of the Placements & Projects Team are required to establish and maintain good relations with existing and prospective corporate contacts. The role includes establishing relations with senior personnel in local, national and international companies via email, telephone, and face-to-face meetings.
	• Research and develop new opportunities to generate new projects in the UK and abroad in co-ordination with Placements Team and line manager.
	• Engage companies to provide suitable placements & projects for the students and student teams. Help establish and maintain partnerships between business and the School.
	• Assess all project provider demands, problems and enquiries and resolve them in a timely and effective manner. Make arrangements for hosting external contacts on campus where required.
	• Ensure sponsor feedback is carried out at set times during the academic year.

The post-holder may be required to undertake other duties of a similar nature as may reasonably be required by his/her line manager.

The post is School of Management based and there may be occasions when the post-holder's role and skill set may be required elsewhere within the School, so flexibility will be essential.

Additional hours may be required when visiting locations at a distance, company presentations or School of Management social events.

Person Specification

Criteria	Essential	Desirable	Assessed by		
			App form	Interview	Refs
Qualifications					
Education to degree level or equivalent	✓		✓		
Experience & Knowledge					
Liaison with and experience of industry and commerce and of the various management functions within large organisations.	✓		✓		
Interest in and understanding of current business issues and their impact on industry.		✓	✓	✓	
Experience of Higher Education and the student learning experience and personal development.	✓		✓	✓	
Previous experience of customer/client contact especially establishing and developing effective links with companies in the relevant discipline/field	✓		✓	✓	
Experience of liaising/negotiating with a range of people	✓			✓	
Experience of teaching/training other staff.		✓	✓	✓	
HR/personnel experience relevant to the recruitment sector		✓	✓	✓	
Experience of working with young adults	✓		✓	✓	
Experience and ease of use of VLEs (e.g Moodle)-set-up, adding information etc		✓			
Skills					
Excellent IT skills including word processing and use of databases	✓		✓		
Proficient user of university systems (SAMIS, Business Objects)		✓			
Ability to communicate effectively and professionally with a variety of people	✓			✓	

Criteria	Essential	Desirable	Assessed by		
			App form	Interview	Refs
Excellent communication skills, both verbal and written, and clear examples of dealing with a range of people, from CEOs downwards.	✓		✓	✓	
Excellent organisational skills	✓			✓	
Clear problem-solving ability with reference to our various stakeholders.		✓			
Ability to present and support the learning of students. Teaching or training experience	✓		✓	✓	
Attributes					
Must be able to work flexibly to meet the needs of the placements service, and be willing to undertake external visits	✓		✓	✓	
Must be a team player and be able to negotiate and consult with all those engaged internally and externally within the placement space	✓			✓	
Must have a professional, friendly attitude and a willingness to help	✓		✓		
Must be able to work to QA compliance	✓		✓		

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:
Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:
Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:
Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:
Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:
Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:
Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:
Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:
Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:
Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.