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**Job Description**

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| **Job title:** | **Placements Officer** |
| **Department/School:** | **Faculty of Engineering and Design** |
| **Grade:** | **6** |
| **Location:** | **Faculty Placements Office** |

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| **Job purpose** |
| The postholder will form part of the Faculty’s Placements Team, taking responsibility for all aspects of support for one or more discipline(s), ensuring that services are efficient, effective and adapt to changing circumstances. The team will work together under the guidance of a Faculty Placements Manager, developing common systems and processes standardised on best practice and ensuring that relevant legislation, including University regulations and procedures is adhered to. This is a busy and varied role involving daily communication with academic staff, students and current/potential employers, 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.  |

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| **Source and nature of management provided**  |
| Faculty Placements Manager  |

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| **Staff management responsibility** |
| Placement Administrator (where applicable) |

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| **Special conditions**  |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. These may include assisting in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities There may be a need to work one or two Saturdays per year to support the University’s Open Days. |

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| **Main duties and responsibilities**  |
| **1** | **Main duties and responsibilities**1. To implement a set of common core business processes delegated by the Faculty Placements Manager, standardised on best practice to support the placements life cycle and undertake regular reviews to ensure continuous improvement, balancing the needs of individual departments/disciplines with efficiency benefits of aggregation and standardisation
2. To develop and maintain a culture of commonality across the Faculty with regard to placements processes and procedures
3. Act as the main point of contact for students, staff and employers, dealing with enquiries, providing support and guidance
4. Establish, maintain and use clear, effective means of communication with all stakeholders i.e. email distribution lists, notice-boards, Moodle, web pages etc
5. Maintain accurate records detailing students, placement providers, personal tutors and placement officers/administrators
6. Maintain the Moodle portal, including uploading placement guidelines, advertising opportunities and making general updates as required to support students and placement providers seeking information. Ensure that other media such as web pages, displays, presentations are kept up-to-date
7. Contribute to the annual review of placement handbooks, forms and employers’ information packs and other materials for staff, students and employers. Tailor documentation to specific disciplinary needs where necessary
8. Actively participate in meetings with the Placements Team, the University Tutor Forum and the Careers Service; represent the University at conferences and external meetings where appropriate
9. Keep up-to date with current HE placement legislation, policy documents and good practice – e.g. the Health and Safety Executive, professional bodies, Quality Assurance Agency and University Quality Assurance – to ensure that all aspects of the placement procedure are fully compliant with all statutory and other requirements. Disseminate information where appropriate
10. Maintain effective liaison with the University Legal Advisers as necessary to ensure the writing and development of placement contract agreements
11. Ensure that individual employers comply with local Health & Safety standards and carry Employer’s Liability insurance. Participate in student risk assessments for overseas students
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| **2** | Student SupportAll members of the Faculty Placements Office are required to work with students within their allocated primary departments/disciplines to advise, assist and enable students to identify and secure suitable placements and maximise their benefit in terms of academic, personal and long-term career development. This includes, but is not limited to, the following:1. Work with the Careers Adviser for the Faculty to deliver effective high quality group teaching in self-marketing skills (CVs, letters, application forms, interview skills, assessment centres and aptitude tests) and provide one-to-one assistance where required
2. Advise students about placement choice (including future career development and guidance) and how to locate a placement either in the UK or abroad
3. Arrange placement interviews on and off campus
4. Brief students on organisational culture, appropriate conduct, use of internet and email at work etc
5. Supervise and monitor students throughout the placement period, assessing and resolving their demands, enquiries and problems
6. Organise and undertake workplace visits to students on placement
7. Ensure that the appropriate reports are completed and submitted for assessment
8. Advise academic staff, Personal Tutors and Placement Tutors of individual and general placement issues
9. Work with Placement Tutors on matters relating to specific academic disciplines
10. Undertake placement visits to students/employers on behalf of the Placements Tutor as required
11. Organise and run pre-placement sessions for outgoing students and debriefings for returning students through discussion, consideration and evaluation of personal and professional development through placement. Organise placements conferences where applicable. Deliver presentations to prospective students and parents at Open Days and attend other relevant events
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| **3** | Employer SupportAll members of the Faculty Placements Office are required to establish and maintain good relations with existing and prospective employers, to support employers in developing good-practice placement procedures and programmes and to offer advice and assistance to employers in the selection and short-listing of suitable student candidates. The Placements Officer will take on a similar operational role which includes, but is not limited, to the following:1. Research and develop new opportunities to generate new placements in the UK and abroad
2. Manage and further develop good relationships and strong links with employers in industry, commerce, the public sector etc. and promote the creation of partnerships between business, the Faculty and its Departments
3. Assess all placement employer demands, problems and enquiries and resolve them in a timely and effective manner. Make arrangements for hosting employer interviews on campus where required
4. Ensure post-placement employers’ appraisal of student placement performance is carried out with appropriate feedback and details of lessons learnt
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| This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to change over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder. Additional hours may be required when visiting locations at a distance. |

**![logo-uob-resize[1]]() Person Specification**

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| **Criteria: Experience/Knowledge** | **Essential** | **Desirable** |
| Experience in an administrative support role preferably with experience of student administration or equivalent experience working in a busy office in an administrative role | 🗸 |  |
| Previous experience of customer/client contact especially establishing and developing effective links with companies in the relevant discipline/field | 🗸 |  |
| Liaison with and experience of industry including the role of placement students within organisations | 🗸 |  |
| Experience of working with and/or knowledge of professions within the relevant discipline/field |  | 🗸 |
| Experience in an HR/personnel/recruitment environment or equivalent relevant experience | 🗸 |  |
| Previous experience of employer liaison | 🗸 |  |
| Experience of Higher Education and the student learning experience |  | 🗸 |
| Experience of coaching/training other staff |  | 🗸 |
| Good working knowledge of standard IT systems and databases including web-based management information systems and web authoring. Experience of using virtual learning environments | 🗸 |  |
| Skills in University specific software (including SITS, Business Objects, Moodle, Agresso) |  | 🗸 |
| Experience of maintaining clear and accurate records | 🗸 |  |
| Evidence of independent and effective team working | 🗸 |  |
| Experience of effectively organising a busy workload with sometimes conflicting priorities, to meet deadlines | 🗸 |  |
| Evidence of working within specific frameworks e.g. Quality Assurance compliance |  | 🗸 |

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| **Criteria: Skills** | **Essential** | **Desirable** |
| Excellent written and oral communication skills, with a high level of accuracy and attention to detail | 🗸 |  |
| Excellent interpersonal skills in order to communicate effectively with staff, students and members of the public. Ability to develop good working relationships. | 🗸 |  |
| Ability to coordinate resources other than oneself (arrange events) | 🗸 |  |
| Competent, conscientious and motivated with a methodical approach to work | 🗸 |  |
| Ability to handle confidential information with tact and discretion | 🗸 |  |
| Ability to work with numerical data and compile and understand basic statistics | 🗸 |  |
| Ability to be adaptable and flexible and to learn new skills quickly | 🗸 |  |

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| **Criteria: Professional Qualifications** | **Essential** | **Desirable** |
| N/A |  |  |

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| **Criteria: Academic Qualifications** | **Essential** | **Desirable** |
| Good level of general education; educated to A Level (or equivalent) or above  | 🗸 |  |
| Education to degree level or equivalent relevant professional experience |  | 🗸 |

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| **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.   |