

# JOB DESCRIPTION

**Job Title:** Placement Officer

**School:** Careers and Student Enterprise (CaSE)

**Grade:** E

**Campus:** Docklands/Stratford **Responsible to:** Placements Manager **Responsible for:** Project Assistants

**Liaison with:** UEL Schools and Departments, Students and Graduates, UEL Services, relevant external partners and organisations and CaSE team members.

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

#BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 4 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

# THE DEPARTMENT:

This role is based in the Career and Student Enterprise Service (CaSE) which is the career, employability and enterprise nucleus of the University of East London. The goal of the Service is to support every student to achieve career success, gain the skills for the 21st century workforce, and build direct pathways to employment. The Service’s mindset has innovation and creativity at its core. In order to improve progression, retention and graduate outcomes, the Service utilises cutting edge technology and research, which has shown impact on our students’ satisfaction, behaviour and outcomes. This is a one-of-a-kind department with highly motivated staff and a high level of quality within the products produced.

# JOB PURPOSE:

* To source, administer and oversee work placements for postgraduate students on MSc and MBA programmes and/or students on undergraduate programmes.
* To provide careers and employability support to students and graduates and to build relationships with placement providers to secure placements and extended work projects for students.
* To work with academics, students, graduates, internal teams including Compliance, Student Records, the Student Engagement and Retention Team and employers to maximise opportunities and ensure that all of the stakeholders’ needs are being met.
* To ensure that placements meet the requirements as specified by the programme leaders.

# MAIN DUTIES AND RESPONSIBILITIES:

* To source, administer and oversee work placement activities for students including to facilitate the full recruitment cycle, advertising opportunities to students, shortlisting candidates, screening applicants, briefing candidates face-to-face, over the phone, by email, by Teams, arranging interviews, providing feedback and making offers.
* To develop and maintain links for current and future opportunities with local, national and international employers and relevant organisations to secure suitable opportunities for our students that maximise personal development and to consult with employers in order to ensure that placements meet the requirements as specified by the programme leaders.
* To design, develop and deliver employability workshops for students to prepare them for placements and to provide information, advice and guidance (IAG) to students and graduates when most impactful through 1-2-1 appointments, coaching, e-guidance, telephone, drop-in sessions, workshops and new technologies and provide students with feedback and areas to develop.
* To collaborate with other CaSE colleagues, assisting to develop and deliver an annual calendar of employability and skills development activities and events, contribute to project work, service planning, policy development and innovation, and develop links through external professional bodies and networks to develop a wider knowledge of current professional, careers and employability issues for placements students and graduates.
* Ensuring that all contractual paperwork is completed by students, employers and academics and to use the Career Zone platform to facilitate the process. To liaise with students, employers, academic and support staff to ensure that all of their needs are being met and that the placement is compliant and monitoring placements responding promptly to student and employer enquiries or issues.
* To competently use MS Office packages and support the collection and analysis of appropriate data and produce reports in order to monitor and continuously improve the service and complete a range of administrative tasks related to delivery of the CaSE offer.
* To ensure students have access to excellent online careers resources. To maintain and update placement resources including handbooks, forms, templates, information on the Careers Passport, the intranet, the internet and the Career Zone.
* To tailor the placement provision to ensure it meets the needs of the programme and students. This includes considering the specific needs of Tier 4 students and the requirements of Professional Statutory Regulatory Bodies (PSRB’s).
* To ensure that robust systems are in place to effectively record data for all placements activities and to produce relevant information, reports and presentations for CaSE senior managers for dissemination to UEL ‘s senior management team, Schools, Services and external bodies. driven approach to measure their impact.
* To take a flexible approach to work (attendance at early morning and evening meetings and travel and working across sites and externally may be required).
* To undertake any other duties, in line with the level of the post, and as directed by your line manager.
* To work in accordance with UEL’s Equality, Diversity and Inclusion Policy.

# PERSON SPECIFICATION

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential criteria:**

* Degree or equivalent qualification. (C)

# Desirable criteria:

* Careers guidance qualification and/or training and development qualification. (C)

# KNOWLEDGE AND EXPERIENCE

**Essential criteria:**

* Experience of preparing, supporting and developing individuals and/or groups for placements, work experience and/or other work-based learning activities. (A/I)
* Experience of developing and delivering high quality, interactive learning materials, paper-based and web-based and delivering skills development workshops or other training and development activities in groups and 1 to 1 settings. (A/I/P)
* Experience of managing projects and creating and adhering to efficient administrative processes and having excellent IT skills with clear proficiency in using Microsoft Office Word, Excel, PowerPoint and use of the internet. (A/I/T)

# PLANNING AND ORGANISING

* Ability to understand the importance of planning, prioritising, and organising own work and resources and measuring and monitoring progress, whilst being flexible enough to consider unforeseen changes or new opportunities. (A/I).

# TEAMWORK AND MOTIVATION

* Experience of working within a team, supporting others to deal with peaks in demand and able to positively contribute to the objectives of the wider team whilst being a proactive team member. (A/I)

# COMMUNICATION

* Good verbal and written communication skills, with the ability to receive, understand and convey information that needs accurate and careful explanation or interpretation in a clear and accurate manner. (A/I/T)
* Ability to exercise discretion in dealing with confidential or sensitive matters. (I)
* Ability to communicate using a variety of mediums to internal and external audiences including senior managers, students, graduates and employers. (I)

# DECISION MAKING / INITIATIVE & PROBLEM SOLVING

* Ability to make independent but appropriate decisions to resolve problems creatively whilst keeping relevant people informed and staying within budget. (A/I)

# LIAISON AND NETWORKING

* Experience of building and maintaining working relationships and professional networks with internal and external stakeholders and the ability to be responsive to the different stakeholders in order to meet their needs. (A/I)

# OTHER ESSENTIAL CRITERIA

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment. (I)

# Criteria tested by Key:

A = Application form C = Certification

I = Interview T = Test

P= Presentation