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| **Job Title** | Programme Placement Officer |
| **School / Service** | School of Psychology |
| **Grade and Salary Range** | D grade |
| **Location and Hybrid working status** | Stratford campuses |
| **Reporting to** | Professional Programmes Team Leader |
| **Liaison with** | Employers, providers of placement opportunities, relevant staff in schools and services, and external partners |
| **Contract type** | Permanent, Full-time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**JOB PURPOSE**

Responsible for forming and maintaining relationships with employers, in conjunction with academic colleagues where required, to source, administer, and support appropriate placement opportunities for students, particularly those on professional programmes where the placements form an integral part of the course of study.

**KEY DUTIES AND RESPONSIBILITIES**

* To build relationships and rapport with placement providers, mentors, and supervisors, fully involving and working with academic colleagues as required, sourcing, securing, and confirming suitable placements and making sure they are efficiently used
* To keep up to date with information relating to the relevant statutory bodies, taking account of statutory requirements, working effectively with these organisations and administering contracts
* To maintain an act upon awareness or programme context, through regular interaction with academic colleagues and participation in programme and tutor meetings. As a result, collate and manage student needs, liaise with students and providers, plan and then confirm placement allocations
* To liaise with students to ensure awareness of necessary preparation required throughout the placement cycle. To include pre-placement preparation, mid-placement reflection and end of placement evaluation
* To liaise with placement providers and undertake the timely and accurate inputting of data or creation and maintenance of files regarding the placement, tracking the duration and progress of all placements and ensuring data is accurate for reporting and for the submission of returns, for example to statutory bodies and for audit purposes
* To liaise with placement providers and academic colleagues and undertake the timely and accurate inputting of data regarding mentoring and supervisor training, tracking all training and ensuring data is accurate for training reporting requirements
* To administer placements, including assisting with the preparation of placement partnership and programme handbooks, placement location and preparatory reading, assessment documentation, letters, contract, and programme materials as required, administering requirements for payments
* Respond to a high volume of telephone enquiries from prospective students, placement providers, mentors, supervisors, and external bodies, ensuring that responses are made, and arrange room and equipment bookings, and organise resources and hospitality, particularly for mentor and supervisor training, participation in interviews and so on
* To liaise with academic staff and other support services to ensure students maximise success whilst of placement. Signposting students with difficulties on placement, or “at risk” of failure and ensuring the relevant support is in place and necessary governance is adhered to
* To identify placement opportunities of a more generic nature that can support student employability objectives and effectively share data and information across the team to fully maximise opportunities secured
* To collect, evaluate, and monitor relevant data and statistics to allow for strategic and operational planning. Deliver accurate and timely reporting to statutory, contractual, and accreditation bodies
* To gather information required for meetings or the production of reports, sometimes with minimal guidance
* To take a flexible approach to work (attendance at early morning and evening meetings will be required)
* To undertake any further duties in line with the level of the post, and as directed by the Professional Programmes Team Leader
* To work in accordance with UEL’s Equality and Diversity policies

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Knowledge of the HE sector and of the requirements of relevant statutory and professional bodies
* Excellent IT skills with clear proficiency in Word and Excel packages, Delta, and use of the internet
* Ability to communicate using a variety of mediums to internal and external audiences, including senior managers, students, graduates, and employers
* Excellent networking skills and good people/interpersonal skills

**COMPETENCIES REQUIRED**

**Teamwork and Motivation:**

**Essential**

* Able to positively contribute to the objectives of the wider team whilst being a proactive team member

**Planning and Organising:**

**Essential**

* Ability to plan major and minor events, making appropriate decisions concerning budgets and resources, and taking into account student attitudes and behaviours
* Ability to understand the importance of good plans and the need to measure and monitor progress against these whilst being flexible enough to take into account unforeseen changes or new opportunities

**Initiative and Problem Solving:**

**Essential**

* Experience of using own initiative to resolve problems and creativity to drive development

**Decision Making:**

**Essential**

* Ability to make independent but appropriate decisions, whilst keeping relevant people informed and staying within budget

**Other Essential Criteria:**

* High level of attention to detail and accuracy
* Willingness to travel and work across university sites and externally
* Flexible approach to work
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Degree or equivalent qualification or experience

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!