

**JOB DESCRIPTION**

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| **Job Title** | Placement Career Coach |
| **Service** | Careers and Student Enterprise (CaSE) |
| **Grade and Salary Range** | E: from £38,022 |
| **Location** | Multi-site: Docklands /Stratford |
| **Reporting to** | Placements Manager |
| **Liaison with** | UEL Schools and Departments, Students and Graduates, UEL Services, relevant external partners and organisations and CaSE team members |
| **Contract type** | Fixed term for up to 12 months (Maternity Cover)  Full time (35hrs per week) |

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.

**THE DEPARTMENT (Career and Student Enterprise Service (CaSE)**

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. 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 the stakeholders’ needs are being met.
* To ensure that placements meet the requirements as specified by the programme leaders.

**KEY DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that a Placement Career Coach in the University may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted when this is necessary.

* 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 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 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 SPECIFCATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

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

**COMPETENCIES REQUIRED**

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:

* Excellent verbal and written communication skills, with a proven ability to convey complex information clearly and accurately in both oral and written formats, **particularly in report writing**. (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 to meet their needs (A/I)

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

Essential criteria:

* Degree or equivalent qualification (C)

Desirable criteria:

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

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.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

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!